

Bid No: SCM 26/2025/26

Supply Chain enquiries: 016 973 8744/49

Date: 07 January 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT – FOR AN ACCREDITED SERVICES PROVIDER FOR FACILITATION OF TRAINING PROGRAMME IN MINUTE TAKING (PLAN AND PREPARE MEETING COMMUNICATION, NQF L3) FOR 20 PARTICIPANTS WITH DURATION OF 03 DAYS (US ID: 13934)

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **16 January 2026 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit a **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloun
Municipal Manager

SPECIFICATIONS

Request for seven days bid for an accredited services providers for facilitation of Training programme in Minute Taking (Plan and prepare meeting communications, NQF L3) for 20 participants with duration of 03 days **(US ID:13934)**

TERMS OF REFERENCE

- The bidder must be able to provide training for the duration of the training programme (in-house).
- The bidder to provide lunch for our delegates and refreshments during the training session.
- The bidder must be able to conduct assessments and issue competency certificate.
- The bidder must be able to recommend a remedial programme when need arises.
- The bidder must bring own learning tools such as flipcharts, stationery, pen, board marker and projector.
- The bidder must issue learning materials.

COMPLIANCE

Experience:

- The bidder must have previously conducted MS application (word, excel, power point or related training programmes).
- The bidder must attach 01 reference letter from various institutions as a reference of previous work implemented.

Capacity:

- The bidder must provide their certificate of accreditation with relevant Sector Education Training and Authority or Council of Higher Education.