

**Bid No: SCM 36/2025/26**

**Supply Chain enquiries: 016 973 8740/3/4**

**Date:** 27<sup>th</sup> of February 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 OF AN ACCREDITED SERVICES PROVIDER FOR FACILITATION OF TRAINING PROGRAMME IN PEACE OFFICER TRAINING FOR 09 PARTICIPANTS WITH DURATION OF 10 DAYS.**

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 company and must be delivered not later than the **06 March 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First 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 **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.
- The bidder must attach at least 01 signed reference letter for previous work conducted in **Law Enforcement or related training programmes** as per the specification on the client's letterhead.
- The bidder must provide their **certificate of accreditation with relevant Education Training Sector and authority or council of higher education**
- The bidder must attach their quote as per the specifications and terms of reference.

**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 a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

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. Motloug  
Municipal Manager

### SPECIFICATIONS

Request for seven days bid for an accredited services provider for facilitation of Training programme Peace officer Training for 09 participants with duration of 10 days.

### TERMS OF REFERENCE

- The bidder must be able to provide training for the duration of the training programme (in the service provider venue)
- The bidder to provide standard meals for 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 issue learning materials.

### COMPLIANCE

#### Experience:

- The bidder must have previously conducted law enforcement-related training programmes.
- The bidder must attach at least 01 signed reference letter for previous work conducted in **law enforcement or related training programmes** as per the specification on the client's letterhead.

#### Capacity:

- The bidder must provide their certificate of accreditation with relevant Sector Education Training and Authority or Law and Enforcement Authorities.