



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**ADVERT**

**MINUTE TAKING TRAINING (HRD)**

**ANDM/CDS-HRD/124/29/11/18**

Alfred Nzo District Municipality (ANDM) invites all interested Accredited Service Providers to submit quotations for MINUTE TAKING TRAINING.

Bid Number	Notice	Project Name	Closing Date
ANDM/CDS-HRD/124/29/11/18		MINUTE TAKING TRAINING.	14 December 2018 @ 10:00 <i>EB</i>

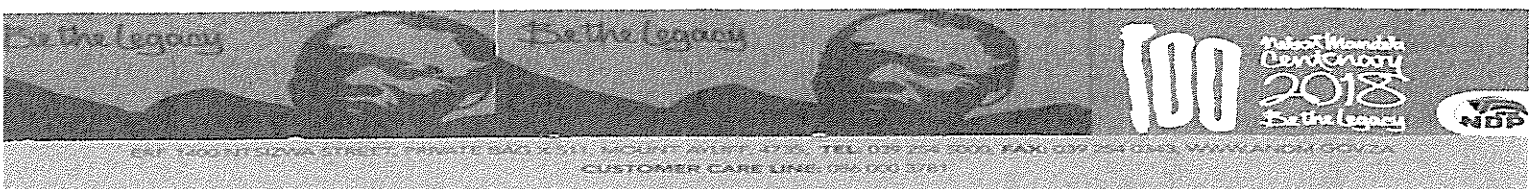
Documentation

Terms of reference can be obtained from our website at no cost [www.andm.gov.za](http://www.andm.gov.za)

**SPECIFICATION**

Item	Description	Quantity
Training	<p>Alfred Nzo district Municipality invites all interested accredited service providers to submit quotations for Minute Taking Training, The provider must attach accreditation letter / certificate reflecting the accreditation number Relevant ETQA.</p> <p>The training provider must:</p> <ul style="list-style-type: none"> <li>Specify the learning outcomes of the training.</li> <li>Assess learners ability to perform theoretical, practical knowledge.</li> <li>Learners must obtain certificates upon completion of the programme.</li> </ul>	16

*EB*



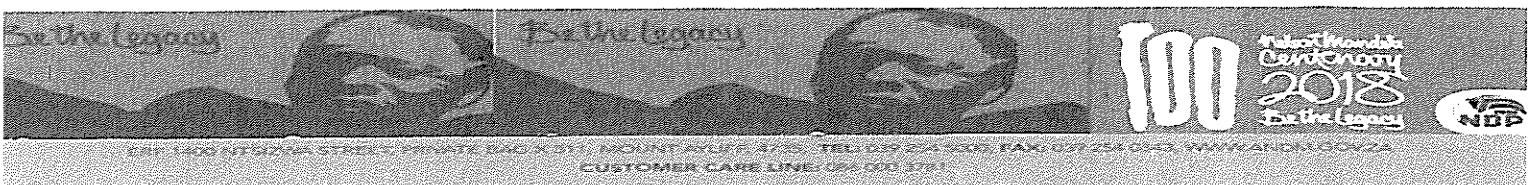
➤ **NB:**

- **Suppliers are expected to deliver within 14 days for any goods/services.**
- **Orders will be cancelled for suppliers who did not deliver within the expected time frame.**

**Notes to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)**

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate
- Municipal clearance certificate certifying that no municipal rates and service charges owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit.
- **Copies of ID documents and all submitted certificates must be certified**
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD6.1. **Failure to submit will result in zero points score for BBBEE status level**
- Joint Venture agreement (where applicable).
- Bids received after the published closing date will not be considered and will not be opened
- **All bidders should complete MBD1, MBD 4, MBD 8 and MBD 9 and ethics commitment for suppliers or contractors of Alfred Nzo District Municipality.**
- **Assessment bidder form should be completed and stamped by previous employer and attached with tender submission.**
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to business with all organs of state in the Republic of South Africa.

*Handwritten signature*



## EVALUATION CRITERIA

### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

The bids will be evaluated in two stages, namely:

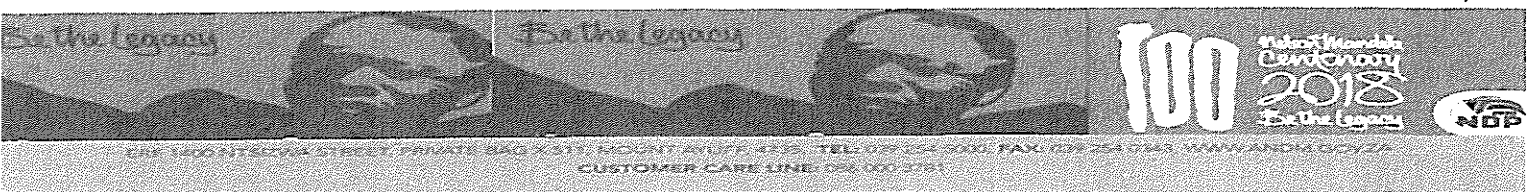
- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
Functionality	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
BBBEE POINTS	20
Price	80
<b>TOTAL</b>	<b>100</b>

## BID CLOSING DATE

Completed quotation with supporting documents (and any supporting documents) must be placed in a sealed envelope. And clearly marked “**Minute Taking Training**” and be deposited in the Municipal Tender Box at Alfred Nzo District Municipality (Reception area), ERF 1400 NTSIZWA Street, Mount Ayliff at **10:00am, on the 14 December 2018** where quotation bids will be **opened public** shortly afterwards at ANDM reception area. On that day all the received bids will be opened in public at ANDM reception area, quotation bids will be valid for 90 calendar days from this closing date. Late, incomplete, telegraphic, or facsimile quotation bids will not be considered. The council is not bound to accept the lowest or any quotation bid or to furnish reasons for its decisions. Quotation bid not submitted properly sealed and marked envelopes and/ or deposited in the tender



box as prescribed in this notice on the date and time indicated will NOT be opened or considered. And any assistance in completing partly or full of bid from ANDM Official or Councilor will result in disqualification of bid.

**BID ENQUIRES: Enquiries should be directed to**

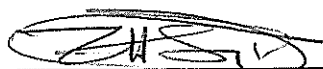
Enquiries should be directed to Mr B Lwana on 039 254 5000 Ext 5115, email address [mbuyanel@andm.gov.za](mailto:mbuyanel@andm.gov.za), and all SCM related enquiries to be directed to Mr. A. Mthwesi on 039 254 50000 Ext 5134, email address: [mthwesia@andm.gov.za](mailto:mthwesia@andm.gov.za) .

**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street.**

**Mount Ayliff**

**4735**



**Z. H. SIKHUNDLA  
MUNICIPAL MANAGER**