

NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160



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Date: 03 March 2025

REQUEST FOR QUOTATIONS(RE-ADVERT)

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	RECORDS MANAGEMENT TRAINING
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 45/2025
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	10 MARCH 2025 @ 12H00 PM

SPECIFICATION OF ORDER

1. PURPOSE

- To appoint Accredited Training Providers to provide Records Management Training (**US No: 242866**) for 13 officials for a period of 03 days.

2. BACKGROUND

- The Nyandeni Local Municipality is intending to appoint Accredited Training Providers to provide Records Management Training (**US No: 242866**) for 13 officials for a period of 03 days in the form of **Skills Programmes**.

3. SCOPE WORK AND APPLICATION

- For the provision of Training to Employees of Nyandeni Local Municipality.

4. DELIVERABLES

- Provision of accredited and quality trainings with an agreed timeframe, when required.

5. DURATION OF THE PROGRAMME

- The training providers will be appointed for a period of 03 days.

6. COMPLIANCE REQUIREMENTS

- A service provider must be accredited to the relevant SETA. Certificates of accreditation must be attached.
- Service providers must specify the exact programmes or qualifications they are accredited to offer.
- Must have the relevant experience in the training and education sector;
- Must have qualified personnel to facilitate the training programmes.

7. PROJECT MANAGEMENT

- On completion of Training companies must issue statements of results and certificates of competence.
- The appointed service provider will be expected to provide written progress reports to the Skills Development Facilitator as per the agreed upon Service Level Agreement and Project Work Plan.

8. FUNCTIONALITY

Criteria	Weight	Value 1-5	Max possible score
Accreditation: Attach proof of registration with relevant SETA as a facilitator = 02 points Expertise: Have an NQF Level 7 qualification i.e. Bachelor's degree, Advanced Diploma, Post Graduate Certificate and B-Tech. (relevant to Municipal Administration related) = 01 points NQF Level 8 qualification i.e. Honours degree (relevant to Municipal Administration related) = 02 points NQF Level 9 qualification i.e Masters Degree and Masters Degree(Professionals) (relevant to Municipal Administration related) = 03 points	10	Max 5	50
Experience: 2 to 3 Years' Experience as a Facilitator = 03 points 3 to 5 Years' Experience as a Facilitator = 04 points 6 or more Years' Experience as a Facilitator = 05 points Please attach signed referral letters and appointment letters as proof for current or previous services provided to such organization(s) with clear reference contact person.	15	Max 5	75
Total	25	10	125

MINIMUM REQUIREMENTS:

Bidders must score a minimum of 60% and to be considered to the next stage of evaluation.

Failure to submit the following document(s) may render the bid null and void:

- A copy of Entity Registration Documents.
- Proof of accreditation with trainings conducted with relevant SETA
- Detailed Company Profile(with relevant past experience)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS (With clear expiry dates)
- Billing Clearance Certificate or Statement of Municipal Accounts or letter from Councillor for non-rate payers (not older than 3 months)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Original Tender Document
- Completed data base registration form (if not currently registered with Nyandeni Local Municipality)
- In case of a joint venture (JV), Entity Tax Compliance Status PIN & Entity Tax Reference Number of both partners should be submitted as well as a JV agreement signed by both parties
- It should be noted that points will be awarded to a bidder upon submitting proof of attainment of specific goals which includes where applicable a medical certificate for disability
- **Registration on the Central Supplier Database (CSD) is compulsory. Please attach CENTRAL SUPPLIER DATABASE REPORT (for specific goals purposes) and not the SUMMARY REPORT – Not older than 3 months.**
- Failure to submit a full **CENTRAL SUPPLIER DATABASE REPORT** (with a medical certificate for disability where applicable) will result in points for Specific Goals not being awarded.
- **The provisions of Preferential Procurement Regulations 2022 will apply**
- Tenders submitted are to hold good for a period of **90 days**.

SPECIFIC GOALS

Preferential points on specific goals to be allocated as follows:-

Specific Goal	Points
Black	5
Women	5
Youth	5
Disabled	5
Total	20

Formal written price quotations should be submitted in a sealed envelope, clearly marked
**“QUOTATION NLM 45/2025 APPOINTMENT OF SERVICE PROVIDER FOR RECORDS
MANAGEMENT TRAINING** will be placed in the quotation box at Nyandeni Local Municipality,
BN Nomandela Drive, Libode, 5160 before 12h00 on **Monday, 10 MARCH 2025.**

For technical enquiries, please contact Mr. V. Nonyebele at (047) 555 5026 and or Ms. T. Tshisa-
Ndamase (047) 555 5028 during working hours.

**All bidders who are not registered in the Nyandeni Local Municipality database should submit
their database registration forms upon quotation submission.**

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not
necessarily be accepted.

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Mr. S.V. POSWA
ACTING MUNICIPAL MANAGER
Nyandeni Local Municipality
Private Bag x 504
LIBODE, 5160