

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



**NYANDENI**

LOCAL MUNICIPALITY

*Building a better future with the people*

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Date: 13 November 2025

**REQUEST FOR QUOTATIONS**

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	TRAINING PROVIDER FOR HYGIENE AND CLEANING TRAINING
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 173/2025
SITE CLARIFICATION MEETING (COMPULSORY):	NO
QUOTATION TO BE DELIVERED BY:	21 NOVEMBER 2025 @ 12H00 PM

**SPECIFICATION OF ORDER**

**BID SPECIFICATION / TERMS OF REFERENCE**

**SPECIFICATION FOR HYGIENE AND CLEANING TRAINING**

- **PURPOSE**
  - To appoint Accredited Training Providers to provide Hygiene and Cleaning Training (**US No: 12520**) for 20 officials for a period of 03 days.
- **BACKGROUND**
  - The Nyandeni Local Municipality is intending to appoint Accredited Training Providers to provide Hygiene and Cleaning Training (**US No: 12520**) for 20 officials for a period of 03 days in the form of Skills Programmes.
- **SCOPE WORK AND APPLICATION**



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

- **DELIVERABLES**

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

- **DURATION OF THE PROGRAMME**

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

- **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.

- **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.

- **FUNCTIONALITY**

Criteria	Weight	Value 1-5	Max possible score
<b>Expertise for the facilitator:</b>  Have an NQF Level 6 qualification i.e. National Diploma in Environmental Science or relevant qualification to the training required = 01 points  NQF Level 7 qualification i.e. Bachelor's degree in Environmental Science or relevant qualification to the training required = 02 points	10	Max 5	50



NQF Level 8 qualification i.e. Honours degree in Environmental Science or relevant qualification to the training required = 05 points			
<b>Accreditation and experience:</b> Hygiene and Cleaning Training (US No: 12520) Training Provider to be accredited to the relevant SETA  2 to 3 appointment letters = <b>02 points</b> 4 to 5 appointment letters = <b>03 points</b> 6 or appointment letters = <b>05 points</b> <b>Please attach completion certificate letters and appointment letters as proof for current or previous services provided to such organization(s) with clear reference contact person.</b>	15	Max 5	75
<b>Total</b>	<b>25</b>		<b>125</b>

Bids should score a minimum of 60% for functionality in order to be considered for further evaluation.

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

- Quotations and Proposals that fully Comply with the specifications and requirements as outlined in the Bid Document.
- A copy of Entity Registration Documents.
- Past Experience (with relevant past experience)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Proof of Accreditation with training conducted with with relevant SETA
- 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)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Billing Clearance Certificate or Statement of Municipal Accounts or Directors proof of residence from Ward Councillor for non-rate payers (not older than 3 months) -Please note Billing Clearance Certificate or Statement of Municipal account or Directors proof of residence corresponds with the preferred address on CSD.
- 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
- **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. will also be evaluated on functionality as follows:

**bids will also be evaluated on functionality as follows;**

**EVALUATION CRITERIA**

The evaluation criteria will be evaluated on the **80/20** specific goals.

**Stage 2 Evaluation**

Bids should score a minimum of 60% for functionality in order to be considered for further evaluation.

**Specific goals**

Specific Goal	Points (80/20)
Black	4
Youth	4
Women (Female)	4
Military Veterans	4
Disabled	4
<b>Total</b>	<b>20</b>

Formal written price quotations should be submitted in a sealed envelope, clearly marked **“QUOTATION NLM 173/2025 – TRAINING PROVIDER FOR HYGIENE AND CLEANING TRAINING** will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on **FRIDAY, 21 NOVEMBER 2025**. For technical enquiries, please contact Ms. P. Makoka at (047) 555 5028 and / Mr. V. Nonyebele (047) 555 5026 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**  
**MUNICIPAL MANAGER**  
**Nyandeni Local Municipality**  
**Private Bag x 504**  
**LIBODE, 5160**

