

QUOTATION NOTICE & INVITATION



GOVAN MBEKI LOCAL MUNICIPALITY

**ADVERT QUOTATION NO.: 8/3/2-93/2024
NOTICE NO: 123/2024**

CLOSING DATE: 26/09/2024 AT 12H00

PROVISION FOR MINUTE TAKING AND OFFICE ADMINISTRATION TRAINING

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), Quotations are hereby invited for **PROVISION FOR MINUTE TAKING AND OFFICE ADMINISTRATION TRAINING**.

The quotation will be advertised from the **20 September 2024**, documents and specifications will be available on the **20 September 2024 @** Cashier's point up on payment of a Non – refundable fee of **R300.00**.

The closing time for receipt of quotations is **12:00hrs** on **26/09/2024**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to Ms Dudu Maseko 017 620 6030

Any SCM enquiries relating to the quotation document may be directed to Mr. Ntokozo Mabizela on 017 620 6112/6227.

Fully completed quotation documents, clearly marked "Quote No: 8/3/2-93/2024 "" with the "**NAME of SUPPLIER**" must be placed in a sealed envelope and **PROVISION FOR MINUTE TAKING AND OFFICE ADMINISTRATION TRAINING**

placed in the tender box at Secunda Head Office, Horwood Street, CBD Secunda, 2302 by no later than 12h00 on **26/09/2024**. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Govan Mbeki Local Municipality where 80 points will be allocated in respective of price and 20 points for a specific goals. Govan Mbeki Municipality Supply chain Management policy allocate 20 points to race (6), people with disability (4), youth (4) Women (4), and implementing reconstruction and Development Programme (2)

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal

- shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

NB: Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered in line with Regulation 8(2) of the Municipal Supply Chain Management Regulations and National Treasury Circular 69.”

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- **Copy of company registration certificate (CK) – Compulsory**
- **Copy/ print Tax Compliance status pin issued by SARS – Compulsory**
- **Copy of current municipal account (not older than 3 months) or a valid lease agreement– Compulsory**
- **Valid CSD summary report – Compulsory**
- **All forms must be filled in full – Compulsory**
- **SETA/LGSETA/ETDPSETA/PSETA/TETASET Accreditation- Compulsory**

Mr. E.N Maseko
MUNICIPAL MANAGER
GOVAN MBEKI MUNICIPALITY
Main Municipal Building
Horwood Street
SECUNDA, 2302