



MSUNDUZI MUNICIPALITY

QUOTATION NOTICE



SPECIALISED QUOTATION No. Q 113 OF 13/14

PROPOSAL CALL FOR THE APPOINTMENT OF TRAINING SERVICE PROVIDER: OFFICE ADMINISTRATION, DATA CAPTURING AND RECEPTIONIST TRAINING NQF LEVEL ALIGNED

The Msunduzi Municipality hereby invites suitable experienced service providers to submit quotations for the above works. Only service providers who are accredited with SETA will be considered for the appointment.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00** on **Thursday, 13 February 2014**. A non-refundable tender fee in the amount **R126.54** (Including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Mrs Xoli Ntshangase on Telephone No. 033 392 2804.

Sealed quotation endorsed on the envelope "**SPECIALISED QUOTATION No. Q 113 OF 13/14**" must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00**, on **Thursday, 20 February 2014**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

The Validity period shall hold firm for ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System as indicated below. Stage 1 being Functionality and Stage 2 based on **80/20** point system in accordance with the Preferential Procurement Regulations, 2011 pertaining to the **Preferential Procurement Policy Framework Act**, Act No. 5 of 2000 (**See Annexure "C"**). Only Tenderers who score a minimum of 60% and above in Stage 1 shall be considered for Stage 2.

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR M. A. NKOSI
MUNICIPAL MANAGER