

**MSUNDUZI MUNICIPALITY**

**SPECIALISED CONTRACT No: SCM Q31 OF 11/12**

**PROVISION OF TRAINING ON EXCEL (INTERMEDIATE/ADVANCED) AND BASIC  
COMPUTER TRAINING FOR MSUNDUZI MUNICIPALITY STAFF**

**TENDER NOTICE**

This contract calls for an accredited training provider to conduct training on Excel and Computer Basic for Msunduzi Municipality staff. The Training Service Provider must be an approved/accreditation by relevant SETA as a training service provider.

Tender documents shall be available from the Supply Chain Unit, 5<sup>th</sup> Floor, AS Chetty Building, 333 Church Street, Pietermaritzburg, from Wednesday, 30 November 2011. A non- refundable tender fee in the amount **R114.00** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Thokozani Zumani on direct Telephone No. 033 - 392 2667.

***Sealed tenders endorsed on the envelope "Contract No: SCM Q 31 of 11/12" 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 Wednesday, 07 December 2011. Only tenders placed in the tender box shall be accepted.***

The validity period for which the tender is to hold firm is a period of ninety (90) days from closing date of tender.

Evaluation and adjudication of the tender will be done in line with the Msunduzi Municipality's approved Supply Chain and Preferential Procurement Policies on a 80/20 point system. Adjudication criteria will be as per the tender document.

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

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