



PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 218 1940
e-mail:rc3@umzinyathi.gov.za

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS –Q01550 PROVISION OF BEGINNER AND ADVANCED MICROSOFT EXCEL TRAINING FOR 26 MUNICIPAL OFFICIALS OF UMZINYATHI DISTRICT MUNICIPALITY FOR THE PERIOD OF 1 WEEK.

UMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for: **Q01550 Provision of Beginner and Advanced Microsoft excel training for 26 Municipal officials of uMzinyathi District Municipality for the period of 1 week.**

The bid documents must be clearly marked: **Provision of Beginner and Advanced Microsoft excel training for 26 Municipal officials of uMzinyathi District Municipality for the period of 1 week.** Bid documents will be available as from **22 April 2021** at www.etenders.gov.za and municipal website (under bid documents)

Bid documents must be placed in the tender box situated at the offices of the uMzinyathi District Municipality Offices, 39 Victoria Street, Princess Magogo Building, Dundee, 3000, on or before **12h00 on Thursday, 29 April 2021** where all bids will be opened in public. Telegraphic, faxed, emailed tender documents will not be accepted. Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- Printed copy tax clearance certificate accompanied by a pin for further verification.
- Certified ID(s) copies of company director(s)
- Certified Proof of company registration,
- Company municipal rates, electricity or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- **Completed, stamped (company stamp) and signed Municipal Bidding Document attached in the tender document.**
- **In addition to MBD'S, quotation must be submitted on the company letterhead**
- Proof of registration Central Supplier database.
- Certified proof of BBBEE certificate/Original sworn affidavit

Tenders will be adjudicated in terms of the Council Supply Chain Management Policy on the 80/20 Preferential Point System. It is therefore compulsory that the municipal tender document be used. UMzinyathi District Municipality is not bound to accept the lowest or any quote.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT and disbursements
- Your valid tax clearance certificate must be attached

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Enquiries can be directed to **Miss Zinhle Ntuli** on Tel: 034 – 219 1565 or any SCM related issues must be directed to 034 219 1500 (SCM Unit) during normal office hours.

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MANAGER: SUPPLY CHAIN MANAGEMENT

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