



REQUEST FOR PROPOSALS

Proposals are hereby requested from qualified and experienced service providers to provide basic computer training. Service provider must be registered with LGSETA AND ITSETA

Name & Description	Number of employees to be trained	Closing date & time
Basic Computer Training	10	11 th April 2014, 12H00

Invalid or non-submission of the following documents will render the proposal disqualified

- Original Valid Tax Clearance Certificate
- Certified copies of originals of company registration documents and ID documents of members
- Company Profile with contactable references
- CV's of professional staff for the project
- Certificate of professional body
- Declaration of Interest form (MBD4)
- Detailed Programme

Scope of Work / Deliverables

5 day computer training that will cover:

- Component of the PC – for new users
- Office Suite (Word, Excel, PowerPoint)
- Email (Sending and receiving) Outlook
- Internet (Browsing and searching information)

Evaluation Criteria

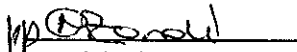
PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

CRITERIA	POINTS
Price	80
B-BBEE Status Level of Contribution	20

Bidders will be evaluated in terms of the Supply Chain Management policy of the KwaSani Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of Bid or not to consider any Bidder not suitably endorsed is fully reserved by the KwaSani Municipality.

Completed Bid in black ink and clearly marked "**BASIC COMPUTER TRAINING**" must be placed in the tender box, Kwa Sani Municipality Building, Reception area, 32 Arbuckle Street, Himeville, 3256, not later than 12H00 on 11th April 2014. The proposals will be open in public.

Telegraphic , telephonic , telefax ,facsimile ,email and late tenders will not be accepted. **NB:** The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.


Municipal Manager
Ms N.C James