



# MANTSOPA

## MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa )  
(As from 6 December 2000)

### Head office

Private Bag X11 or  
P.O. Box 64  
**LADYBRAND**  
9745

38 Joubert Street  
**LADYBRAND**  
9745

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051-9240655  
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[mantsopamun@xsinet.co.za](mailto:mantsopamun@xsinet.co.za)

P.O. Box 24  
**EXCELSIOR**  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5  
**HOBHOUSE**  
9740

Tel: 051-9640012

Hobhouse Way 177

**THABA PATCHOA**  
9771

Tel: 051-9640012

Fax: 051-9640054

File no.:

Contact Person: Khotso Pharoe

16 July 2014

### INVITATION FOR QUOTATIONS – TRAINING OF 17 COUNCILLORS FOR COMPUTER COURSE FOR THREE CONSECUTIVE DAYS

Quotations are hereby invited from service providers to provide computer training for 17 Councilors of Mantsopa Local Municipality. After the computer training, the councilors must be able to comprehend computer components and peripherals. The councilors must demonstrate ability to use emails, spreadsheets and documents with ease

#### Specifications:

- Computer literacy (windows 8)
- Basic use of Microsoft applications (2010 /2013) such as
  - i. Microsoft word
  - ii. Microsoft excel
  - iii. Microsoft outlook
- The service provider must be accredited with LGSETA on providing training for computer courses.
- The successful service provider must issue a certificate of completion after training.

Yours faithfully

**SM SELEPE**  
**MUNICIPAL MANAGER**

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## GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however be awarded to bidders who have failed to submit the original tax clearance certificate.
8. The **80/20** adjudication system will be applicable, where **80 points**, will be allocated for price and **20 points**, will be allocated for **BBBEE Status Level Verification Certificate**
9. **No quotations will be considered from persons the service/employment of the State/Government**
10. The successful supplier will be the one who scores the highest points.

**Enquiries on Specification: Mr. Tsietsi Raleting @ (051) 924 0654**

### Notes

- **Quotations must be submitted and delivered at Municipal Tender Box at 38 Joubert Street, Ladybrand 9745, on or before 23 July 2014 @16h30 the envelope must be sealed and clearly marked ' TRAINING OF 17 COUNCILORS FOR COMPUTER COURSE FOR THREE CONSECUTIVE DAYS ' quoting reference number SCM 01/14/15.**

Yours faithfully

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**SM SELEPE**

**MUNICIPAL MANAGER**

**DATE: .....**