



# 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

Tel: 051-9240654  
051-9240659  
051-9240655  
051-9240657

Fax: 051-9240020

E-mail:  
[mantsopamun@xsinet.co.za](mailto:mantsopamun@xsinet.co.za)

### Area Offices

P.O. Box 76  
TWEESPRUIT  
9760

Tel: 051-9730015

Fax: 051-9730865

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 Pharoce

20 June 2019

### INVITATION FOR QUOTATIONS – APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR MICROSOFT OFFICE EXCEL TRAINING.

Quotations are hereby invited from service providers for Appointment of Accredited Service Providers for Microsoft Office Excel Training.

### Specification

QTY	Description
4	2 Days Training on Micro Office Excel Intermediate(Credit Bearing)
1	2 Days Training on Microsoft Projects
1	3 Days Training on Microsoft Excel and Visual Basic for applications

MANTSOPA  
LOCAL MUNICIPALITY

20 JUN 2019

SUPPLY  
CHAIN MANAGEMENT

All correspondence to be addressed to the Municipal Manager

## GENERAL CONDITIONS

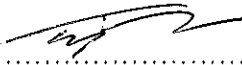
All quotations must comply with the following conditions:

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. **The service Provider must be in Central Supplier Database on the National Treasury.**
10. The successful supplier will be the one who scores the highest points.

Enquiries on Specification Mr Tsepo Selepe @ 051 924 0654

Quotations must be submitted and delivered to the Bid Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 28 June 2019 @12h00 the envelope must be sealed and clearly marked 'APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR MICROSOFT OFFICE EXCEL TRAINING. 'quoting reference number SCM 15/18/19

Yours faithfully



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T MASEJANE

MUNICIPAL MANAGER

DATE: 20/06/2019