



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

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: P Yangaphi

18 November 2021

INVITATION FOR QUOTATIONS – APPOINTMENT OF ACCREDITED AND REPUTABLE SERVICE PROVIDER TO RENDER FOR THE FOLLOWING SKILLS PROGRAMMES FOR MANTSOPA LOCAL MUNICIPALITY FOR PERIOD OF 5 DAYS PER PROGRAMME.

Programme	Number of Candidates	Period
Occupational Health & Safety	20	5 days
First Aid Level 1-3	10	5 days

Specification: Skills Development
Unit Standards must cover the following:

- Relevant current legislation, regulations and directives pertaining to municipality and occupational health and safety.
- Mandatory Codes of Practice.
- Relevant Standards.
- Hazard Identification and Risk Assessments (HIRA).
- Occupational Health and Safety Risk Management Programme.
- Managerial Instructions.
- Organizational Standard Procedures.
- List of Recorded OHS Risks.
- First Aid and OHS Working Guides.
- Equipment and Materials Specifications.

Specific Outcome:
Emergency assessment
Identification of casualties

The Training Provider must be accredited in all the unit standards to be delivered as a package of the SAQA - Skills Programme: OCCUPATIONAL HEALTH & SAFETY and FIRST AID. The accreditation scope in terms on unit standards must cover the required criterion for achievement of a qualification by a learner as set and regulated by SAQA. The accreditation must be full accreditation and not provisional.

All correspondence to be addressed to the Municipal Manager

MANTSOPA
LOCAL MUNICIPALITY

18 NOV 2021

SUPPLY
CHAIN MANAGEMENT

Administrative and resource requirements:

The Training Provider must have a compliant capacity in terms of practitioners, learning and assessment material and administrative systems to deliver and manage the Skills programme.

Responsibilities of the Training Provider

- Provide human resource for delivery of the programmes (Trainers, Assessors and Moderators).
- Provide Learning and Assessment Material.
- Provide quality management services and systems and ensure continued compliance of accreditation and compliance of the Skills programme delivery process as per SETA requirements.
- Provide a comprehensive training plan for both the institutional and workplace training and assessment processes.
- Advise the client accordingly regarding quality and administrative requirement set by SETA.
- Register Learners with SETA system.
- Facilitate administration of Learner Agreements.
- Plan, deliver and administer Institutional and workplace Training and Formative Assessments.
- Advise the client about dynamics and requirements for workplace training of learners.
- Plan, deliver and administer institutional and workplace Summative Assessments.
- Plan, conduct and administer internal Moderation of Assessments.
- Participate in the project's monitoring and evaluation activities.
- Provide progress reports to the client.
- Administer Learner achievements and report to SETA and the Municipality.
- Administer applications for Learner's competency and facilitate the qualification process and deliver certificates to the client.
- Provide project closure report at the end of the project.

The bidder must fill in the MBD 4 Forms

The MBD 4 Forms are obtainable at Mantsopa website:

www.mantsopa.fs.gov.za

All Cost must be included on the quotation.

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. **Only service providers who are in the Central Supplier Database (CSD)**
10. The successful supplier will be the one who scores the highest points.

Enquiries on Specification: **Mrs. Mpho Macheli** at 083 390 6532.

Notes

- Quotations must be submitted and deposited in the Quotation box at Finance Department (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 26 November 2021 @12h00 the envelope must be sealed and clearly marked 'Appointment of accredited and reputable service provider to render training for the following Skills Programmes.
- Quoting reference number SCM/SKILLS 01/21/22.

Yours faithfully



MM LESOETSA

ACTING MUNICIPAL MANAGER

DATE: 18.11.2021