



NDWEDWE LOCAL MUNICIPALITY

QUOTATION

QUOTATION NUMBER: NDWQ 86/17/18

TRAINING FOR NEW SECRETARIES AND PERSONAL ASSISTANTS

Quotations are hereby invited from relevant service providers to provide training on new secretaries and personal assistants. The municipality is located about 30 km north of Verulam within the jurisdiction of ILembe District Municipality in the Kwa Zulu Natal Province.

The full scope of work for this quotation will be available at Ndwedwe Municipal Offices (SCM) Office no: 5, Lot 47- 48, Road P100, Ndwedwe as from **TUESDAY** , the **24TH OF APRIL 2018** during office hours: **Monday to Friday 08H00 to 16H00.**

Enquiries regarding this notice may be directed as follows:

Ndwedwe Local Municipality
Private Bag X 503
Ndwedwe
4342

Attention: Ms Mati Nkabinde

Tel: 032 532 5021
Fax: 032 532 5032

Quotations are to be completed in accordance with the conditions attached to the Bid document and must be sealed in an envelope and marked: **"SECRETARY COURSE, REF NO: NDWQ 86/17/18"** and must be handed to Finance- SCM Section: Ndwedwe Municipal offices, Lot 47-48, Road P100, Ndwedwe, **not later than 12H00, on WEDNESDAY the 02nd of MAY 2018.**

Late quotation will under no circumstances be considered.

The Ndwedwe Municipality subscribes to the Preferential Procurement Framework Act, Act 5 of 2000, new **80/20** preference points system will apply in terms of the Preferential Procurement Regulation 2017 (B-BBEE Status Level of Contribution) - **an original or certified copy of the certificate is required**). Quotations shall be valid for a period of 30 days. The Ndwedwe Local Municipality does not bind itself to accepting the lowest, or any quotations, either wholly or in part or give any reason for such action. **Bidders must be registered on Central Supplier Database (CSD)**

NDWEDWE LOCAL MUNICIPALITY DOES NOT CONSIDER OR AWARD ANY BID OR CONDUCT BUSINESS WITH SERVICE PROVIDERS NOT REGISTERED ON THE CSD.



MR T.P. CELE
MUNICIPAL MANAGER
24 MAY 2018