



**REQUEST FOR QUOTATION
REPORT WRITING SKILLS PROGRAMME
QUO/546/2017**

BID INVITATION

Notice is hereby given in terms of chapter 11 of the Municipal Finance Management Act 2003 (Act No.56 of 2003).

uMfolozi Local Municipality is requesting quotations from suitably qualified service providers, for the following service.

- **To train the total of twenty (10 employed and 10 unemployed) learners on Report Writing Skills Programme aligned to the follow Unit Standard: *Write/present/sign text for a range of communicative contexts, US119465.***
- **To conduct training within our facilities**
- **To present an implementation project plan that will ensure continuity of service delivery/uninterrupted service delivery.**
- **Train, assess, moderate, certificate and upload learners on the SETA system for uploading on the National Learner Record Database (NLRD), and**
- **Ensure certificate issued are Certificate of Competence accompanied by SETA Statement of Result.**

Compulsory returnable documents

- Original Tax Clearance Certificate/Tax Pin/Tax Status Report
- Proof of CSD Registration
- Proof of accreditation with any with any Sector Education and Training Authority (SETA)
- Proof of company registration with CIPRO.

Duration of Project

- **The training should be completed within fourteen(14) days from the date of appointment.**

CLOSING DATE

Quotations shall be sealed in an envelope clearly indicating the name of the project and the bid number for which the proposal is being submitted and deposited in the foyer of uMfolozi Local Municipality, on 25 Bredelia Street, Kwa-Mbonambi, before **12h00** on the **25 October 2017**. The terms of reference are available on request.

Late quotations received by way of facsimile or e-mail will, under no circumstances will be considered.

BID ENQUIRIES

Supply Chain Management Enquiries can be directed to **Mr M Ntuli (Manager Supply Chain Management)**, Technical Enquiries can be directed to **Mrs NJ Ndlela (HR Officer: Training/EE)** during office hours 08h00 – 16h00 on the number (035) 580-1421.


**MR JV NKOSI
HEAD OF SUPPLY CHAIN**

2017/10/16