

SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

SPECIFICATION: SERVICE PROVIDER TO FACILITATE AND MANAGE TRAINING ON FURTHER EDUCATION AND TRAINING CERTIFICATE: MUNICIPAL FINANCE AND ADMINISTRATION SKILLS PROGRAMME FOR 08 PARTICIPANTS.

Line	Item Description
1.	<p>Request for a service provider to facilitate and manage training on further education and training certificate: Municipal finance and administration skills programme for 08 participants Number of Learners: 08 SAQA ID: 50372 Selected unit standards:</p> <ul style="list-style-type: none">• 7468: use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues• 123455: develop and utilize municipal administration procedures and principles to manage records within a municipal information system.• 119345: apply principles, regulations and legislation underlying supply chain management in the public sector.• 15216: create opportunities for innovation and lead projects to meet innovative ideas.
2.	<p>The duration of the program is three (03) months</p>
3.	<p>The quotation must cover</p> <ul style="list-style-type: none">• Methodology, Implementation plan (Institutional and workplace).• Financial Proposal (learning material, stationery, facilitation, assessment, internal moderation, mentorship, monitoring and certification (both attendance and competency)).
4.	<p>The Following documents must be attached for functionality</p> <ul style="list-style-type: none">• Curriculum Vitae of drivers' instructor/s accompanied by:<ul style="list-style-type: none">- Certified copies of qualifications (NOT older than 6 months)- Certified ID copy (NOT older than 6 Months)

5.	The provider must have experience at least 3 projects in implementing similar projects with traceable record. Details of contactable reference/s to confirm previous experience must be submitted.
NB: Financial proposals must not include stipends	

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- Emailed or faxed document is not accepted.
- Closing date for submissions will be **17 MARCH 2023 at 11H00.**

COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company registration certificate (CK) issued within 1 year of closing date / valid latest annual return.
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement.
- SBD 4 and SBD 8 forms obtainable on the College website.
- Valid latest CSD Report.
- **Accreditation certificates**
- **(NB: Non Compliance with the above will result in automatic disqualification).**

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- There will be no public opening of quotations.

For further enquiries, please use the following contact details:

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|--------------|---------------------|----------------|------------------------|
| • Sibande TD | Procurement Officer | (013) 269 0278 | Administrative Queries |
| • Magolo MT | Procurement Office | (013) 269 0278 | Administrative Queries |

**PRINCIPAL
TJ KEKANA**