



**INVITATION TO QUOTE  
ADVANCED EXCEL TRAINING  
QUOTE NO: BTO - 068/12/13**

**REQUEST FOR QUOTATIONS**

Quotations are hereby invited from suitably qualified service providers to assist the Municipality with the facilitation of Advanced Excel Training.

This quote will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 - BBBEE**. Late or faxed quotes will not be accepted and the Ingwe Municipality reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

**AVAILABILITY OF DOCUMENTS**

Quote documents can be obtained from the Supply Chain Unit from **07 January 2015 at 10:00 am** at Ingwe Municipality. The cost of the quote document is **R110.00** which is non-refundable.

**MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE QUOTE:**

- Valid and original tax clearance certificate
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other). A letter of exemption can be obtained from the Municipality for incumbents who do not pay for services together with a letter of proof of residency.
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copy of B-BBEE certificate
- Certified copies of ID's.

**CLOSING DATE:**

Quote documents must be submitted in a sealed envelope clearly marked with the Quote number and closing date and, dropped off in the tender box at the **Ingwe Municipality Offices, Main street, Creighton** by no later than **14 January 2015 before 12h00.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**

Procedure related enquires: Mr. Manelisi Dlamini (039 833 1038)

Technical Enquiries: Mrs. N. Cezu / Ms. R. Mabi (039 833 1038)



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**MR. N. C VEZI**  
**MUNICIPAL MANAGER**