



**WEST RAND
DISTRICT MUNICIPALITY**



**AIDS HELPLINE
0800-012-322**

**TERMS OF REFERENCE
REQUEST FOR QUOTATIONS**

Requested by:	Wisani Tshitangu
Telephone number:	(011) 411 5074
Fax number:	086 516 2648
E-mail:	wtshitangu@wrdm.gov.za
TECHNICAL DESCRIPTION OF SERVICES REQUIRED	
Description:	<p style="text-align: center;"><u>Scope of Work: RFQ:WR/MAY/02/2012</u></p> <p>TRAINING MUST INCLUDE THE FOLLOWING:</p> <ul style="list-style-type: none"> • Training on Intro to PC's • Training on Windows XP • Training on Microsoft Word (Basic and Advance) • Training on Microsoft Excel (Basic and Advance) • Training on Microsoft Power Point (Basic and Advance) <p>Remark: Training must be interactive of nature</p>
Quantity/number of learners:	20 Officials
Other Requirements:	<ul style="list-style-type: none"> ▪ Quotations must provide for fulltime in-house training at the WRDM venues. ▪ Training to be conducted in one (1) session in the period of 6 months. ▪ Comprehensive curriculum/course program indicating outcomes must be forwarded with quotation. ▪ Official Certificate of Attendees must be awarded to learners. ▪ Service Provider must be officially accredited with SETA. ▪ Service Provider must provide training manuals and training aids/equipment.
Time frame:	<ul style="list-style-type: none"> ▪ To be conducted as soon as Service Provider is appointed.
Any other information:	<ul style="list-style-type: none"> ▪ For technical enquiries Contact the Mr. Reggie Dubazana @ (011) 411 5148 and/ or e-mail address rdubazana@wrdm.gov.za
Evaluation Criteria:	<ul style="list-style-type: none"> ▪ The 80/20 preferential point system to be utilized in the evaluation of received quotations. ▪ Standard Forms (MBD 2, 4 and 6.1) to be completed and submitted with quotations ▪ B-BBEE status level verification certificate. (A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate.)
Other RFQ Information:	<ul style="list-style-type: none"> ▪ Standard Bid Documents are obtainable from the SCMU. Contact Mr. Wisani Tshitangu @ 011 411 5074. ▪ Completed RFQ documents must be deposited in the RFQ Box (marked

	<p>RFQ's more than 30 000) next to the SCM entrance at C/O Six & Park Streets, Randfontein.</p> <ul style="list-style-type: none"> ▪ The WRDM reserves the right to appoint or not to appoint the lowest or any service provider.
Documents Required:	<ul style="list-style-type: none"> ▪ Tax clearance certificate ▪ Company profile ▪ Proof of payment for municipal services ▪ Standard Bid Documents (MDB's) <p>N.B : Non-submission of the above mentioned documents will result to automatic disqualification</p>
Closing Date & Time	<ul style="list-style-type: none"> ▪ 22 February 2012 @ 14:00

M.D.MOKOENA
MUNICIPAL MANAGER