



BID NO: COM73/2024
CLOSING DATE: 4 OCTOBER 2024

**APPOINTMENT OF A SERVICE PROVIDER FOR FACILITATION OF REPORT WRITING
AND MINUTES TAKING TRAINING FOR EMPLOYEES**

Bids are hereby invited from SAQA registered and accredited service providers for facilitation of Report Writing and Minutes Taking Training for City of Mbombela.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 27 September 2024 on the municipal website: www.mbombela.gov.za on the tenders and notice folders and e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENT FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE RATES AND TAXES STATEMENT FOR BOTH THE BUSINESS AND ACTIVE DIRECTORS INCLUDING JV/CONSORTIUM PARTNERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "BID NO, COM73/2024 APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR FACILITATION OF REPORT WRITING AND MINUTES TAKING TRAINING FOR CITY OF MBOMBELA, " with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

No briefing session, technical enquiries may be directed to the project manager on the below contact details.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of specific targeted goals as per the City's Preferential Procurement Policy.

Procurement Enquiries :	Nomsa Ndukuya on 013 759 9052
Technical Enquiries :	Bridget Mncube on 013 759 9367
Employer :	City Manager: Mr. WJ Khumalo
	CITY OF MBOMBELA
	PO BOX 45
	MBOMBELA
	1200

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c). City's website: www.mbombela.gov.za.