NAMA KHOI MUNICIPALITY

1. INVITATION TO BID

(SCOPE OF PROCUREMENT SERIES – BETWEEN R 30,000 AND R 300,000)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

Start Date: 08 September 2026 | **Closing Date: 15 September 2025** | **Closing Time: 14:00 Midday**

SPECIFICATION ENQUIRIES: Ms. Keikanne Letsela (027) 718 8100

Formal written quotations are hereby invited for the

BASIC COMPUTER LITERACY TRAINING: MICROSOFT WORD, ADVANCED EXCEL AND POWER POINT

as described in the specifications of the Bid documents.

Quotation documents and specifications are available for free from the municipal website. (www.namakhoi.gov.za) (Documents – Supply Chain Information - Bid Invitation Adverts - Bid Invitation Advert

Quotations must be handed in at Nama Khoi Municipality, 4 Namaqua Street, Springbok, 8240 or submitted via email to formal.quotations@namakhoi.gov.za on /or before the closing date and time stated above. Forms, **MBD 1, MBD 2, MBD 3.3, MBD 4, MBD 6.1, MBD 8, MBD 9, SCM 1** and other schedules must be completed in the prescribed bid document.

In case of a transaction with a value of R 30 000 or more (including VAT), the Municipality follows the Procurement Policy where 80 points are awarded for price and 20 points for specific goals. Furthermore formal written quotations be evaluated in terms of the Supply Chain Management Policy and Preferential Procurement Policy of the municipality. More information is available from the Acting Senior Supply Chain Management Practitioner (Ms. Candice Rabie) obtained from telephone number (027) 718 8116.

The following conditions will apply;

- Bidders must be registered on the Central Supplier Database of National Treasury OCPO. www.csd.gov.za
- The municipality may not make any award to a person
  - (a) who is in the service of the state or,
  - (b) where a director, manager, principal shareholder or stakeholder of a juristic entity is in the service
  - (c) who is an advisor or consultant contracted with the municipality
- The Municipal Accounts of the company and its directors must be submitted with the quotation. A bid will be
- No quotation will be considered from any person or company within the past five years:
  - (a) been convicted fraud, corruption or a criminal offence or
  - (b) has had a municipal or government contract suspended, terminated early or not successfully
- No awards will be made to bidders whose tax matters are not in order.

Late or incomplete formal quotations will not be accepted. Proof of dispatch of quotation will not be regarded as proof of receipt thereof.

The Municipality reserves the right to withdraw and / or to re-advertise or reject any quotation or partially accept

The Municipality does not bind itself to accept the lowest or any quotation.

REFILWE SEBELA
ACTING MUNICIPAL MANAGER