In terms of the Supply Chain Management Regulations, Request for Formal competitive bid – Between R 30,000 and R 300 000.00 (Taxes included)

Bid document is only available in English

(FOR PUBLICATION ON NAMA KHOI MUNICIPALITY'S NOTICE BOARDS AND WEBSITE)

FORMAL WRITTEN PRICE QUOTATION

Q/NC062/03/2026-2027

NAMA KHOI LOCAL MUNICIPALITY

NOTICE NUMBER: 109/2026

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

IMPORTANT NOTES TO BIDDERS:

a) Formal written quotations must be properly received and deposit in the Tender box on or before the closing date and before the closing time at Quotation submission office, situated at the entrance to the Head office of Nama Khoi Municipality, 4 Namaqua Street, Springbok, 8240 or submitted via email to **formal.quotations@namakhoi.gov.za**

b) No late bids will be accepted under any circumstances.

c) Quotation offers must be submitted in a sealed envelope clearly reflecting the Quotation number and description as indicated above,

d) Only original Formal written quotations will be accepted on the official document of the municipality.

e) Do not dismember this bid document rather attached schedules and supporting documentation.

f) Effective 1 April 2026, where a bidder is not registered for VAT and the value of the bid exceeds R2.3 million, the bidder must comply with the applicable VAT registration requirements in terms of the Value-Added Tax Act, 1991 (Act 89 of 1991).

g) Bid documents of other bidders are not available to other bidders which may prejudice them in commercial competition.

h) Quotation can be downloaded for free from:

www.namakhoi.gov.za (Documents – Supply Chain Information - Bid Invitation Adverts - Bid Invitation Advert 2026/2027

To be completed by Bidder			
Entity name:		**Address**	
Registration Number:			
Telephone:		**Delivery Period**	
Fax:		**CSD Registration number**	
Email:		**Representative appointed by resolution:**	

Start Date: 08 September 2026 **Site clarification meeting: None** **Closing Date: 15 September 2025** **Closing Time: 14:00 Midday**

Contact the SCM Unit on advice on completing the bid documentation

Acting Senior Accountant SCM Ms. Candice Rabie – (027) 718 8116

Technical specification enquiries:

Ms. Keikanne Letsela (027) 718 8100

Nama Khoi Local Municipality

Q/NC062/03/2026-2027

NOTICE NUMBER: 109/2026

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

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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

2 STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

ALL QUOTATION CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS QUOTATION SUBMISSION MAY BE DECLARED NON-RESPONSIVE.

1. GENERAL CONDITIONS AND SUBMISSION

1.1. Quotations will only be considered if submitted on the official Nama Khoi Municipality Quotation document. All compulsory sections must be completed; failure to do so may render the quotation non-responsive.

1.2. Quotations must be deposited in the designated Tender Box at 4 Namakwa Street, Springbok, 8240, or submitted to **formal.quotations@namakhoi.gov.za**, by the stated closing date and time. Proof of posting or dispatch will not constitute proof of delivery. Late quotations will not be considered.

1.3. Bidders are responsible for all costs incurred in preparing and submitting quotations. The Municipality will not be liable for such costs.

1.4. The Municipality may request written clarification or additional information after closing and may provide information to bidders in accordance with applicable legislation.

1.5. A quotation may only be withdrawn in writing and at the Municipality's discretion. Where a bidder withdraws contrary to the approved conditions, the Municipality may recover any resulting costs or losses.

1.6. The quotation and any resulting contract are subject to the Nama Khoi Municipality SCM Policy and applicable legislation.

1.7. The Municipality reserves the right to accept or reject any quotation, variation, deviation or alternative; accept the whole or part of a quotation or individual items; accept more than one quotation; or cancel the process before contract formation. The Municipality is not obliged to accept the lowest quotation.

1.8. Documents submitted with the quotation will only be considered where required or specifically recorded.

2 STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

2. AUTHORITY, TAX & SUPPLIER REQUIREMENTS

2.1. Companies must submit a Directors' Resolution authorising the quotation and signatory.

2.2. Close Corporations must submit written authority from all members authorising the quotation and signatory.

2.3. Partnerships, Joint Ventures and Consortia must submit written authority from all parties and a copy of the relevant agreement. All parties must be registered on the Municipality's Vendor Database.

2.4. Bidders must be registered and in good standing with SARS and provide valid tax compliance documentation as required by the Municipality. Each party to a Partnership, JV or Consortium must provide separate tax compliance documentation. The Municipality will not award a contract where the bidder's tax affairs are not in order.

2.5. Preference points and specific goals will be applied as stipulated in the applicable **PART 10** and legislation.

3. VALIDITY OF QUOTATION

3.1. Quotations shall remain valid, irrevocable and open for acceptance for **60 (sixty) days** from the closing date.

3.2. The quotation will remain valid after the 60-day period until formal acceptance, unless the bidder gives written notice to the contrary.

3.3. Any additional conditions introduced by a bidder will only be considered at the Municipality's discretion.

2 STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NUMBER: 109/2026		
Q/NC062/03/2026-2027		
Start Date: 08 September 2026	Closing Date: 15 September 2025	Closing Time: 14:00 Midday

4. COMPLIANCE, DECLARATIONS & PROHIBITED PRACTICES

4.1. Bidders must complete, sign and submit all required declarations, authorisations and certificates. Failure to do so may render the quotation non-responsive.

4.2. Bidders must submit an **Independent Bid Determination Certificate**. Quotations may be rejected where there is evidence of collusion, bid-rigging, price-fixing, market allocation or other restrictive practices in contravention of the Competition Act.

4.3. The Municipality prohibits fronting. The Municipality may investigate representations made by bidders. Where fronting is suspected, the bidder may be required to provide proof that fronting does not exist. Failure to do so may result in disqualification, contract invalidation and/or restriction from doing business with the public sector.

4.4. Bidders may not offer or provide inducements, rewards, gifts, favours or hospitality to officials or other persons involved in the procurement process, or otherwise interfere with or influence the procurement process.

4.5. Abuse of the SCM system may result in rejection of the quotation, cancellation or termination of a contract, restriction/blacklisting and/or other remedies available under legislation and the Municipality's SCM Policies.

4.6. Bidders may not amend or impose counter-conditions to the Municipality's conditions. Any unauthorised amendment may invalidate the quotation.

5. SPECIFICATIONS, PRICING & ALTERNATIVES

5.1. Quotations must comply fully with the specifications, price schedule and all stated conditions. Firm prices must be provided for all required items and for the applicable contract period.

5.2. Where the bidder is not the manufacturer, a letter from the manufacturer/supplier confirming the supply arrangement, lead time, specifications and applicable items must accompany the quotation at closing.

5.3. Where a specific brand is quoted and awarded, the successful bidder must supply that brand throughout the contract, unless the Municipality is notified that the product has been discontinued and an alternative is approved.

5.4. Alternative quotations may only be submitted together with a fully compliant primary quotation. The alternative must be submitted separately and clearly marked **"Alternative Bid"**. The Municipality is not obliged to consider alternative quotations.

2 STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NUMBER: 109/2026		
Q/NC062/03/2026-2027		
Start Date: 08 September 2026	Closing Date: 15 September 2025	Closing Time: 14:00 Midday

6. EVALUATION & AWARD

6.1. Quotations will be evaluated in accordance with the **MFMA, SCM Regulations, Nama Khoi Municipality SCM Policy, Preferential Procurement legislation** and the applicable quotation evaluation criteria.

6.2. Price and specific goals will be scored in accordance with the applicable preference point system, including **80/20 where applicable**.

6.3. Normally, the highest-ranked bidder will be recommended for award. However, the Municipality may recommend another bidder where objective criteria justify such decision, including capacity, resources, skills,

6.4. The Municipality is not obliged to accept the lowest or any quotation.

6.5. Where permitted, the Municipal Manager or delegated authority may authorise negotiations with a preferred bidder, provided that negotiations do not provide an unfair advantage, prejudice other bidders or result in a

7. DELIVERY, ORDERS & PERFORMANCE

7.1. Bidders must state firm delivery periods and provide an all-inclusive delivery price where applicable.

7.2. Deliveries must comply with the official order and must be accompanied by a delivery note referencing the official order number.

7.3. Suppliers must adhere strictly to the awarded specifications, quantities, prices and delivery periods. Non-compliant deliveries may be returned at the supplier’s cost.

7.4. Suppliers may not deviate from official orders. The Municipality is not obliged to purchase quantities in excess of those indicated.

7.5. Supplier performance will be monitored, including delivery and quality adherence and the provision of open-item statements referencing Municipality orders.

7.6. Subject to a valid tax invoice or statement and applicable legislation, the Municipality will process payment in accordance with the MFMA, within **30 days of receipt of invoice or statement**.

2 STANDARD CONDITIONS OF QUOTATION / INSTRUCTIONS TO BIDDERS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

8. CHANGES, ADDENDA & CORRECTIONS

8.1. Bidders may not alter or add to the quotation document except where instructed by the Municipality or to correct an error. All alterations must be initialled by the relevant signatories. Erasures and masking fluid are prohibited.

8.2. The Municipality may issue addenda or amend the quotation documents before closing. Addenda will be communicated to bidders who obtained the documents using the contact details provided.

8.3. Bidders are responsible for providing accurate contact details and will be deemed to have received an addendum where the Municipality can provide proof of transmission.

8.4. The Municipality may extend the closing date and time where reasonably necessary and will notify the relevant bidders. The same quotation conditions will apply to the extended deadline.

9. INVALID/NON-RESPONSIVE QUOTATIONS

9.1. A quotation may be declared **invalid** where, amongst other reasons:
- it is not submitted on the official Form of Offer;
- the document is not completed in permanent ink or printed/typed format;
- the Form of Offer is unsigned;
- the bidder’s name is missing or illegible; or
- where applicable, the required separately sealed financial offer is not submitted.

9.2. A valid quotation may be declared **non-responsive** where, amongst other reasons:
- the bidder is prohibited or restricted from doing business with the public sector or Municipality;
- the quotation does not comply with the specifications, price schedule or stated conditions;
- minimum functionality requirements are not met, where applicable;
- the bidder is prohibited from bidding due to involvement in the specification process;
- required items are not priced;
- firm prices are not provided;
- required declarations, authorisations or MBD forms are incomplete or unsigned;
- valid tax compliance documentation is not provided when required;
- applicable bargaining council requirements are not met;
- the bidder/company’s municipal rates and taxes account is in arrears for more than 90 days; or
- the bidder fails to comply with a valid written request from the Municipality within the specified period.

9.3. The Municipality may request clarification or outstanding documentation where permitted by the applicable SCM Policy and legislation. Failure to comply within the specified period may result in the quotation being declared non-responsive.

10. CONTRACT, NON-PERFORMANCE & MUNICIPALITY'S RIGHTS

10.1. The successful bidder will be bound by the quotation, the Municipality's SCM Policy, applicable legislation, the specifications, official orders and any resulting contract.

10.2. The Municipality may take appropriate action where a supplier fails to perform, including termination of the contract in whole or in part and the imposition of applicable penalties or restrictions in accordance with legislation, the SCM Policy and the contract.

10.3. Should the successful bidder fail to deliver, refuse or cancel an order, or otherwise fail to fulfil its contractual obligations, the Municipality may consider awarding the requirement to the next highest-ranked responsive bidder, provided that the bidder remains eligible for award and the price is within the Municipality's approved budget and all other applicable requirements are met.

10.4. The Municipality reserves all rights and remedies available to it in terms of the quotation, contract, SCM Policy and applicable legislation.

10.5. No provision in these conditions limits the Municipality's statutory powers or rights.

Nama Khoi Local Municipality

Q/NC062/03/2026-2027

NOTICE NUMBER: 109/2026

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

3 RETURNABLE DOCUMENTS

1	INVITATION TO BID (MBD 1)
2	ORIGINAL TAX CLEARANCE CERTIFICATE REQUIREMENTS (MBD 2)
3	PRICING SCHEDULE – FIRM PRICES (SERVICES) (MBD 3.3)
4	DECLARATION OF INTEREST – EMPLOYEES IN THE SERVICE OF THE STATE (MBD 4)
5	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)
6	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)
7	CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)
8	DECLARATION ON STATE OF MUNICIPAL ACCOUNTS AT ALL MUNICIPALITIES (SCM 1)
9	PRICING SCHEDULE
10	CSD REGISTRATION REPORT

4 PART A: INVITATION TO BID (MBD 1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

PART A : INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)			
BID NUMBER:	Q/NC062/03/2026-2027	Closing Date: 15 September 2025	Closing Time: 14:00 Midday
DESCRIPTION	**BASIC COMPUTER LITERACY TRAINING: MICROSOFT WORD, ADVANCED EXCEL AND POWER POINT**		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT STREET ADDRESS

Entrance, 4 Namaqua Street, Springbok, 8240				
Or Submitted via email to formal.quotations@namakhoi.gov.za				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR CSD NO:	

4 PART A: INVITATION TO BID (MBD 1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

Specific Goals:	Attached:
The bidder must submit the following three (3) documents to earn points out of 10 for the specific goal 1: % Black ownership **1.** Service Provider must submit proof of ownership of the enterprise or **1.** Ownership Certificate issued by the Companies and Intellectual Property Commission **2.** Affidavit stating the race and % of the company's owner(s) **3.** Certified ID (not older than 6 months) *Failure to submit all 3 documents will result in 0 points allocation for specific goal 1 .*	☐ Yes ☐ No
The bidder must submit the following documents to earn points out of 10 for specific goal 2: Locality **1.** Service Provider must submit proof of address with a municipal account or **2.** Proof of registered business address *Note: Nama Khoi Local Municipality will reserve the right to use all available information at its disposal including conducting site visits and inspections to verify a bidder's claim of having a local office within the Nama Khoi Municipal Area.* *Note: Failure to submit the above-mentioned proof of address documents will result in 0 points allocation for specific goal 2.*	**Attached:** ☐ Yes ☐ No

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS/SERVICES /WORKS OFFERED?**	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	Yes ☐ No ☐ [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	R
SIGNATURE OF BIDDER		**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**
DEPARTMENT	Supply Chain Management Unit	Corporate Services Department: Human Resources
CONTACT PERSON	Candice Rabie (027) 718 8116	Ms. Keikanne Letsela (027) 718 8100
E-MAIL ADDRESS	candice.rabie@namakhoi.gov.za	hrman@namakhoi.gov.za

5 PART B: TERMS AND CONDITIONS FOR BIDDING

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

5. PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:		
1.1. BIDS MUST BE EMAILED OR DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.		
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED.**		
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.		
2. TAX COMPLIANCE REQUIREMENTS		
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE		
THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.		
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.		
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.		
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES	☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES	☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES	☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES	☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES	☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:……..……..

CAPACITY UNDER WHICH THIS BID IS SIGNED:……..

DATE:…..……..

6 ORIGINAL TAX CLEARANCE CERTIFICATE REQUIREMENTS (MBD 2)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

1.1. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1.2. In order to meet this requirement bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

1.3. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

1.4. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

1.5. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

1.6. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website **www.sars.gov.za.**

1.7. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website **www.sars.gov.za.**

1.8. Nama Khoi Municipality reserves the right to check with SARS if a tax certificate is valid or not.

1.9. Attached original tax certificate to this returnable schedule.

6 TAX CLEARNACE STATUS PIN

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

PLEASE ATTACH HERE

7 PRICING SCHEDULE – FIRM PRICES (SERVICES) (MBD 3.3)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

1.1. Only firm prices will be accepted.

1.2. Non-firm prices including prices subject to rates of exchange will not be considered.

1.3. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

1.4. Offer must be valid for 60 days from the closing date of the bid.

1.5. The **total bid price amount** included taxes is: **R**_____

1.6. The **total bid price** included taxes in **words** is:

_____

1.7. This service must be delivered as follows:

Training will take place in Springbok, the final venue and time will be confirmed with the successful Bidder.

1.8. All the delivery / travel costs must be included in the bid price.

1.9. Period of delivery from the estimated date of contract and order being finalized

Indicate firm **delivery period**:

Working weeks_____ or Days_____

1.10. Does the offer comply with the specifications as required? YES / NO.

1.11. Complete the pricing schedule and transfer total price included taxes to paragraph 1.5 above.

7 PRICING SCHEDULE – FIRM PRICES (SERVICES) (MBD 3.3)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

TOTAL AMOUNT (INCLUDING TAXES)	

The undersigned, who warrants that he/ she is duly authorized to do so on behalf of the enterprise confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct and there was no collusion with other bidders.

Person authorized to sign Quotation:

FULL NAME: _____

SIGNATURE: _____

DATE: _____

8 PRICING INSTRUCTIONS AND SCHEDULE

NOTICE NUMBER: 109/2026
Q/NC062/03/2026-2027
Start Date: 08 September 2026 **Closing Date: 15 September 2025** **Closing Time: 14:00 Midday**

PRICING SCHEDULE

DESCRIPTION	RATE PER LEARNER (EXCLUDING VAT)	NUMBER OF LEARNERS (QUANTITY)	TOTAL (EXCL VAT)
Basic Computer Literacy Training: **Microsoft Word** US116938 ; US117924; US116942 ; US119078 **Microsoft Excel** US116937 ; US116940; US116943 ; US258876 **Microsoft Power point** US116933 ; US117923: US116930 ; US258880 Minimum version: 2010 or newer	R	20	R
Facilitator Traveling Cost			R
Facilitator Accommodation cost			R
Learner's Certificates	R	20	R
Total (Excluding VAT)			R
VAT			R
Total (Including VAT)			R

9 DECLARATION OF INTEREST – EMPLOYEES IN THE SERVICE OF THE STATE (MBD 4)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

1 No bid will be accepted from persons in the service of the state.

2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: ……

3.2 Identity Number: ……

3.3 Company Registration Number: ……

3.4 Tax Reference Number: ……

3.5 VAT Registration Number: ……

The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.6 Are you presently in the service of the state YES / NO

3.6.1 If so, furnish particulars.

……

……

3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.

……

……

* MSCM Regulations: "in the service of the state" means to be –

(α) a member of –

(ι) any municipal council;

(ιι) any provincial legislature; or

(ιιι) the national Assembly or the national Council of provinces;

(β) a member of the board of directors of any municipal entity;

(χ) an official of any municipality or municipal entity;

(δ) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance

(ε) a member of the accounting authority of any national or provincial public entity; or

(ϕ) an employee of Parliament or a provincial legislature.

9 DECLARATION OF INTEREST – EMPLOYEES IN THE SERVICE OF THE STATE (MBD 4)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

3.8	Do you, have any relationship (family, friend, other) with persons in the service of the state and who	YES / NO
3.8.1	If so, furnish particulars.	
	…….	
	…….	
3.9	Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES / NO
3.9.1	If so, furnish particulars	
	…….	
	…….	
3.1	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES / NO
3.10.1	If so, furnish particulars.	
	…….	
	…….	
3.11	Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES / NO
3.11.1	If so, furnish particulars.	
	…….	
	…….	
3.12	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this entity have any interest in any other related companies or business whether or not they are bidding	YES / NO
3.12.1	If so, furnish particulars.	
	…….	
	…….	

9 DECLARATION OF INTEREST – EMPLOYEES IN THE SERVICE OF THE STATE (MBD 4)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

4.1. Full details of all the directors / trustees / members / shareholders.

Full Name of sole proprietor, partner, director, Manager, principal shareholder or stakeholder or member	ID Number	Name of Organ of state	Income Tax Number (Compulsory)	State Employee Number	
				Current	Within 12 months

Add list if this list is not sufficient.

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

FULL NAME: _____

SIGNATURE: _____

DATE: _____

10 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points as indicated below

---

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY OF NAMA KHOI MUNICIPALITY

This preference form must form part of all bids invited

Regulations, 2022, issued under the Preferential Procurement Policy of Nama Khoi Local Municipality, preference points will be awarded based on a combination of price and specific goals identified in this bid document (MBD6.1).

While the bidder with the lowest acceptable price will score the highest points for price, the final award will be based on the highest overall points scored out of 100 – combining both price and specific goals. This ensures that the procurement process is not only cost effective but also transformative, equitable and aligned with the municipality's developmental priorities.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF PRICING AND SPECIFIC – GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1 GENERAL CONDITIONS

The formula to be utilised in calculating points scored for price are as follows (This applies to procurement of goods and services):

1.1 80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or below R50 million) (all applicable taxes included)]

$$Ps = 80 \left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$$

Where -

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender.

10 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

- A maximum of 20 points may be awarded to a tenderer for the specified goals for the tender.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal place
- Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

1.2. 90/10 Preference point system [(for acquisition of goods or services with a Rand value above R50 million) (all applicable taxes included)]

$$Ps = 90\left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$$

Where:

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender.
- A maximum of 10 points may be awarded to a tenderer for the specified goals for the tender.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest

1.3. Points for specific goals to promote economic development

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of a 100. A bid must not be disqualified from the bidding process if the bidder does not submit the required supporting documents. Such a bidder will score 0 out of 10 or 20 points for specific goals.

(a) **Points for Specific Goals to include contracting with persons or categories of persons historically disadvantaged by unfair discrimination based on race will be allocated as follows:**

Note: Allocation of preference points based on specific goals chosen by an organ of state. In terms of Section 2(1)(b)(i) and (ii) state that 10 or 20 points may be allocated for specific goals as contemplated in paragraph (d). Therefore, in aligning the regulations with the Act, preference points must be allocated in terms of the specific goals as required by the Act

10 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

SPECIFIC GOAL 1: Persons historically disadvantaged on the basis of race	Points Allocation	
	80/20	90/10
100% black owned	10	5
75% - 99% black ownership	8	4
60% - 74% black ownership	6	3
51% - 59% black ownership	4	2
0% - 50% black ownership	0	0

(b) **Points for Specific goals to promote economic development (Locality) will be allocated as follows:**

SPECIFIC GOAL 2: Local area of supplier	Points Allocation	
	80/20	90/10
Within the boundaries of the Nama Khoi Municipality	10	5
Within the boundaries of Namakwa District Municipality	8	4
Within the boundaries of the Northern Cape	6	3
Within the boundaries of South Africa	4	2
Outside of the boundaries of South Africa	0	0

(a) The specification committee will make proposals if functionality points need to be used and the evaluation committee will approve a variation in the point system for a specific bid.

(b) For construction procurements the CIDB Act and Regulations are to be used for quotations / bids.

- Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.

- A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.
- Any combination of specific goals in Section 2(1)(d)(i) and (ii) may be used and the points must either add up to 10 points (for the 90/10 preference point system) or 20 points (for the 80/20 preference point system).

10 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS (MBD 6.1)

NOTICE NUMBER: 109/2026		
Q/NC062/03/2026-2027		
Start Date: 08 September 2026	**Closing Date: 15 September 2025**	**Closing Time: 14:00 Midday**

2. BID DECLARATION

2.1. Bidders who claim points in respect of Pricing and Specific Goals must complete the following documents to earn points:

(a) SPECIFIC GOAL 1: Persons historically disadvantaged on the basis of race ((3) three documents:

- Service Provider must submit proof of ownership of the enterprise or
- Ownership Certificate issued by the Companies and Intellectual Property Commission
- Affidavit stating the race and % of the company's owner(s)
- Certified ID (not older than 6 months)

PLEASE COMPLETE AFFIDAVIT BELOW AND SUBMIT WITH ABOVE REQUIRED DOCUMENTS:

Note: Failure to submit all 3 documents will result in 0 points allocation for specific goal 1.

(b) SPECIFIC GOAL 2: Local area of supplier

- Service Provider must submit proof of address with a municipal account or
- Proof of registered business address
- Note: Nama Khoi Local Municipality will reserve the right to use all available information at its disposal including conducting site visits and inspections to verify a bidder's claim of having a local office within the Nama Khoi Municipal Area.

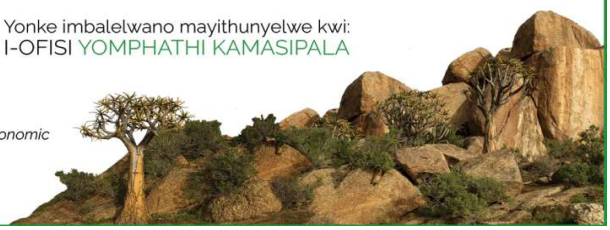
Note: Failure to submit the above-mentioned proof of address documents will result in 0 points allocation for specific goal 2.

Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Prvate Bag X22
SPRINGBOK, 8240
TEL: 027 718 8100
FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: https://www.namakhoi.gov.za/

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA

VISION: *Building tomorrow, today.*
MISSION: *To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.*



SWORN AFFIDAVIT – % BLACK OWNERSHIP

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am an Owner of the following enterprise and am duly authorised to act on its behalf:

ENTERPRISE NAME:	
TRADING NAME (IF APPLICABLE):	
REGISTRATION NUMBER:	
VAT NUMBER:	
ENTERPRISE PHYSICAL ADDRESS:	
TYPE OF ENTITY (CC,(PTY)LTD, SOLE PROP etc.):	
NATURE OF BUSINESS:	

As per the B-BBEE Act, black people are defined as follows,
‘‘black people’’ is a generic term which means Africans, Coloureds and Indians;

NO	OWNERS (FULL NAME AND SURNAME)	% OWNED IN COMPANY	RACE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

BLACK OWNERSHIP DECLARATION FOR PROCUMENT EVALUATION	INDICATE (×)/(✓)
100% BLACK OWNED	
75% - 99% BLACK OWNERSHIP	
60% - 74% BLACK OWNERSHIP	
51% - 59% BLACK OWNERSHIP	
0% - 50% BLACK OWNERSHIP	

1. Based on the above table, I hereby declare under Oath that:

- The Enterprise is _____% Black Owned.

2. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

The sworn affidavit will be valid for a period of 6 months from the date signed by commissioner

Deponent Signature:_____

_____

Commissioner of Oaths Signature & stamp Date:

Date:_____

10 SPECIFIC GOAL 1

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

The bidder must submit the following three (3) documents to earn points out of 10 for the specific goal 1:

% Black ownership

1. Service Provider must submit proof of ownership of the enterprise or
1. Ownership Certificate issued by the Companies and Intellectual Property Commission
2. Affidavit stating the race and % of the company's owner(s)
3. Certified ID (not older than 6 months)

Failure to submit all 3 documents will result in 0 points allocation for specific goal 1.

PLEASE ATTACH HERE

11 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

1.1. This declaration is used by Nama Khoi Municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

1.2. The bid of any bidder may be rejected if that bidder, or any of its directors have:

(a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;

(b) been convicted for fraud or corruption during the past five years;

(c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

(d) been listed in the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

1.3. Where the bidder is a partnership/consortium/joint venture, each party to the partnership/ consortium/ joint venture must sign a declaration in terms of the Municipal Finance Management Act, Act 56 0f 2003, and attach it to this schedule.

1.4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
1.4.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as a company or person prohibited from doing business with the public sector? **Persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied.**	Yes ☐	No ☐
1.4.1.1.	If so, furnish particulars:		
1.4.2	Is the bidder or any of its directors listed on the Register for Tender (Quotation) Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **To access this register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender (Quotation) Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).**	Yes ☐	No ☐

1.4.2.1	If so, furnish particulars:		
1.4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
1.4.3.1	If so, furnish particulars:		
1.4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
1.4.4.1	If so, furnish particulars:		
1.4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
1.4.5.1	If so, furnish particulars:		

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Tender/Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

FULL NAME: _____

SIGNATURE: _____

DATE: _____

12 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

I, _____the undersigned, in submitting this bid, Quotation **Q/NC062/03/2026-2027: BASIC COMPUTER LITERACY TRAINING: MICROSOFT WORD, ADVANCED EXCEL AND POWER POINT,** in response to the invitation for the bid made by Nama Khoi Municipality do hereby make the following statements that I certify to be true and No.:complete in every respect:

I certify, on behalf of:_____ (Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

FULL NAME: _____

SIGNATURE: _____

DATE: _____

13 DECLARATION ON STATE OF MUNICIPAL ACCOUNTS AT ALL MUNICIPALITIES OF THE BIDDER (SCM 1)

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

PLEASE ATTACH MUNICIPAL ACCOUNTS OR LEASE AGREEMENTS

1.1. The completion of this form is **COMPULSORY**. and failure to complete this form might result that this Tender/Quotation will not be considered.

1.2. The bidder:

a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Municipal Manager reject the Quotation of the bidder if any municipal rates and taxes or municipal service charges owed by the Bidder or any of its directors/members/partners to Nama Khoi Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and

b) hereby certifies that the information set out in this schedule and/or attached thereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract. The bidder must complete or provide us with an additional schedule of information in the following format;

Physical Business addresses of the Bidder	Municipality	Municipal Account Numbers

Attached certified copies of municipal accounts not older than 3 months.

1.3. The bidder must complete or provide us with an additional schedule of information of all its directors/ shareholders/ Managers/ Partners/Members etc.

Name of Director/ Member	ID Number	Physical Address	Municipality	Municipal Account Numbers

Attached certified copies of municipal accounts all directors or members not older than 3 months.

I/We declare that the abovementioned information is true and correct and that the above mentioned documents refer to in 1.2 and 1.3 are attached to this form:

_____

(insert name of enterprise)

FULL NAME: _____

SIGNATURE: _____

DATE: _____

13 MUNICIPAL ACCOUNTS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

PLEASE ATTACH HERE ALL MUNICIPAL ACCOUNTS OF COMPANY AND ITS DIRECTORS

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

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

1. INTRODUCTION

The Nama Khoi Municipality wishes to invite prospective providers to provide quotations for the delivering and implementation of Basic Computer Literacy Training: Microsoft Word, Excel And Power Point.

2. SCOPE OF WORK

The programme **must** include the following unit standards:

Microsoft Word
Minimum version: 2010 or newer **20 learners**

- US116938 – Use a Graphical User Interface (GUI) – based word processor to create and edit documents
- US117924 - Use a Graphical User Interface (GUI) – based word processor to format documents
- US116942 - Use a Graphical User Interface (GUI) – based processor to create merged documents
- US119078 - Use a Graphical User Interface (GUI) – based processor to enhance a document through the use of tables and columns

Microsoft Excel
Minimum version: 2010 or newer **20 learners**

- US116937 – Use a Graphical User Interface (GUI) – based spreadsheet application to create and edit spreadsheets
- US116940 – Use a Graphical User Interface (GUI) – based spreadsheet application to solve a given problem
- US116943 – Using a GUI-based spreadsheet application, enhance the functionality and apply graph / charts to a spreadsheet
- US258876 – Work with spreadsheets

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

Microsoft Power Point
Minimum version: 2010 or newer **20 learners**

- US116933 – Use a Graphical User Interface (GUI) – based presentation application to create and edit slide presentations.
- US117923 – Use a GUI-based presentation application, to prepare and produce a presentation according to a given brief
- US116930 – Use a Graphical User Interface (GUI) – based presentation to enhance presentation appearance
- US258880 – Utilise special features to enhance presentations

Required Outcomes

That all learners are competent using Microsoft Office 2010 or newer version.

3. BACKGROUND

To ensure that employees become fully competent using Microsoft Office 2010.

4. STATEMENT OF REQUIREMENTS

General

Learners must be assessed and issued a Competency Certificate aligned to the different Unit Standards required and outlined in paragraph 2 (Scope) above in the South African Qualifications Authority.

- The Facilitator must be fluent in English and Afrikaans.
- 20 Learners must be trained.
- Training will take place in Springbok, the final venue and time will be confirmed with the successful Bidder.
- Training duration expectation – 5 days
- Operational Perspective – 10 employees one week and the other 10 employees the next week / or all in one week where they are split into two groups (10 employees in the morning and the other 10 employees in the afternoon).

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026		
Q/NC062/03/2026-2027		
Start Date: 08 September 2026	Closing Date: 15 September 2025	Closing Time: 14:00 Midday

- The successful Service Provider will be responsible for:

  - All learning material and stationery for training (modules, etc.)
  - Portfolio Compilation/submission (the collection of documents that students must compile to show their competence against learning outcomes).
  - Uploading of results on the National Learners' Records Database (application for the learners' accreditation for the qualification must be lodged at the end of completion of the unit standard of the qualification).
  - Accredited training must include all the necessary processes such as facilitation, assessment, moderation, verification, certification of the learner from the relevant SETA.
  - Professionally laminated certificates.
  - Submission of a comprehensive progress report.
  - Providing quality assured training material.
  - Learner's certificates of competence.
  - Attendance registers.

- The service provider must keep an attendance register reflecting the following information:

  - The qualification and the unit standard in training.
  - The dates of training classes.
  - The facilitator's name in print.
  - The names, surnames and id's of learners.
  - The signature of the learner next to the name to confirm attendance per day.
  - The facilitator's signature in a separate column next to that of the learners to certify that the learner has attended the training for the day.

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026 Q/NC062/03/2026-2027		
Start Date: 08 September 2026	Closing Date: 15 September 2025	Closing Time: 14:00 Midday

- Technical Requirements

  - Bidders must ensure that all technical documentation required is submitted with the tender document by closing date and time. Bids received from bidders who fail to supply the information requested with their quotation offers by closing date of the quotation, will not be considered.
  - The course as well as the training service provider must be accredited by a recognized and relevant Education and Training Quality Assurance Body, if not, the bidder will be deemed non-responsive
  - Training Service Providers must submit a letter of accreditation from the relevant SETA, including the training programmes that the provider is accredited to present.
  - The Index / List of Contents of the training manual of each unit standard must be submitted with the tender.
  - Course must be aligned to Unit Standards in the scope of the specifications.
  - Learners must be formally assessed as proof of competence.

- Tenders will be regarded as non-responsive under the following conditions:

  - Failure to provide proof of valid accreditation as a current accredited service provider.
  - Failure to submit programme accreditation approval.
  - Failure to submit an example of at least one chapter/section of the learning material of each unit standard.
  - Failure to submit a valid certificate to prove that the assessor / moderator is accredited.
  - Travel and accommodation Special Conditions

The service provider will be responsible for all travel and accommodation costs. Bidders must ensure that provision is made for these expenses within the pricing schedule. The Municipality will only be liable for payment of the amount as quoted in the pricing schedule.

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

Microsoft Word

U Std ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	ABET Band	Learning Subfield	Originator	Field	Credits	Status
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	Level 1	NQF Level 01	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	4	Passed the end date - Status was "Reregistered"
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	NQF Level 02	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	5	Passed the end date - Status was "Reregistered"
11694	Undertake tape and offset surveying	Level 3	NQF Level 03	Undefined	Physical Planning, Design and Management	SGB Surveying	Field 012 - Physical Planning and Construction	5	Passed the end date - Status was "Reregistered"
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	NQF Level 03	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	5	Passed the end date - Status was "Reregistered"

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

Microsoft Excel

U Std ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	ABET Band	Learning Subfield	Originator	Field	Credits	Status
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	Level 2	NQF Level 02	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	4	Passed the end date - Status was "Reregistered"
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	NQF Level 03	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	6	Passed the end date - Status was "Reregistered"
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	Level 4	NQF Level 04	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	3	Passed the end date - Status was "Reregistered"
258876	Work with spreadsheets	Level 4	NQF Level 04	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	3	Passed the end date - Status was "Reregistered"

14 SCOPE OF WORKS / SPECIFICATIONS

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

Microsoft Power Point

U Std ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	ABET Band	Learning Subfield	Originator	Field	Credits	Status
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	Level 1	NQF Level 01	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	3	Passed the end date - Status was "Reregistered"
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	NQF Level 02	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	5	Passed the end date - Status was "Reregistered"
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	NQF Level 03	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	5	Passed the end date - Status was "Reregistered"
258880	Utilise special features to enhance presentations	Level 3	NQF Level 03	Undefined	Information Technology and Computer Sciences	SGB Computer Sciences and Information Systems	Field 010 - Physical, Mathematical, Computer and Life Sciences	3	Passed the end date - Status was "Reregistered"

15 CSD REGISTRATION REPORT

NOTICE NUMBER: 109/2026

Q/NC062/03/2026-2027

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

PLEASE ATTACH HERE