



BERGRIVIER MUNICIPALITY

QUOTATION: 8/2/17-2017: SKILLS PROGRAMME FOR SPORT ADMINISTRATORS

Bergrivier Municipality intends to skill the members of their different Sport Councils in the Bergrivier Municipal area.

Quotations are hereby invited for the training of the below mentioned Unit Standards which are part of the Skills Programme for Sport Administrators as registered on the CATHSSETA as per required specification documents.

- **Minute writing (Develop administration procedures in a selected organisation)**
- **Manage Expenditure against a budget**
- **Manage Finance in a small business**

Quotations in sealed envelopes clearly marked "**QUOTATION: 8/2/17-2017: SKILLS PROGRAMME FOR SPORT ADMINISTRATORS**" must be deposited in the tender box at the Municipal Offices, 13 Kerk Street, Piketberg before **12:00 on FRIDAY, 17 March 2017**, when quotations will be opened in public.

Quotations will be evaluated according to Council's Supply Chain Management Policy. It is thus compulsory to complete the Preferential Points claim form of the Preferential Procurement Regulations in order to qualify for preference points.

Prices must include VAT.

Documents and specifications that contain the minimum requirements are available from Ms Marina van Zyl at tel. no. (022)913 6000 during office hours. All technical enquiries must be directed to Mr Herman Kordom at tel. no. 022 913 6000.

A valid tax clearance certificate issued by the South African Revenue Services (SARS) must accompany quotation.

Quotes must qualify to register as a prospective suppliers on Council's data base and on CSD (Central Suppliers Database).

Late, incomplete or quotations received by fax will not be accepted. Proof of dispatch of a quotations will not be regarded as proof of receipt thereof. Council is not obliged to accept the lowest or any quotation. Council reserves the right to accept any quotation or part thereof.

**Municipal Offices
13 Kerk Street
PIKETBERG
7320**

**ADV HANLIE LINDE
MUNICIPALMANAGER**

6 MARCH 2017

MN40/2017