



Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for Municipal Finance Management Programme (MFMP) Training services detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business via email within 7 calendar days of this advertisement. Quotations must be submitted on or before the 14 April 2026 before 12:00. For queries, please email to duncan@kamiesberg.gov.za.

For Supply Chain Queries: Mr. D Jaars

Tel: 027 652 8021

MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP) TRAINING SERVICES NC064/RFQ16/20252026

Only those suppliers who satisfy the following eligibility criteria and who provide the required evidence for their quotations are eligible to submit quotations and have their quotations evaluated:

1. Quotations offer will only be accepted if:

- 1) The supplier is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>)
- 2) The supplier provides tax pin and must be tax compliant.
- 3) The supplier or any of its directors/shareholders is not listed on the Register of Tender Defaulters.
- 4) the supplier or any of its directors/shareholders is not listed on the Register of Supplier Defaulters.
- 5) In terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the supplier has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the supplier has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the supplier's ability to perform the contract in the best interests of the employer or potentially compromise the procurement process.
- 7) the price(s) quoted are valid for at least ninety (30) days from date of your offer.
- 8) the price(s) quoted are firm and are inclusive of VAT where applicable.

2. The supplier is required to submit with his quotations the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document

- 3) Certified ID copy/s of business entity owners
- 4) Latest municipal account statement or lease agreement or affidavit from the South African Police Services and a letter from ward councillor.
- 5) Tax Compliance status documents with PIN from SARS must be attached

3. Returnable schedules required for the quotation evaluation processes

MBD 4: Declaration of Interest form

MBD 6.1 Preferential Procurement Policy Regulations PPR2022

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

NB: No quotations will be considered from persons in the service of the state

SUPPLIERS SHOULD TAKE NOTE OF THE FOLLOWING CONDITIONS:

- 1) The Kamiesberg Municipality's Supply Chain Management and Preferential Procurement Policy will apply;
- 2) The Kamiesberg Municipality does not bind itself to accept the lowest quotation or any other quote and reserves the right to accept the whole or part of the quote;
- 3) Quotes which are late will not be accepted;
- 4) Failure to comply with these conditions may invalidate your quotation.
- 5) By mere submission of the quote, the supplier automatically consents to deliver within 7 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 6) Quotes will be evaluated based on 80/20 preferential points system where 80 will be for price and 20 points will be for specific goals. Proof to claim points for specific goals see table for specific goal
- 7) Should the supplier not submit proof to claim specific goals no points will be allocated.

SPECIFICATION

Description	Quantity
Units standard ID	
-Contribute to the strategic planning in South African municipality - 116358	1
-Plan a municipal budgeting and reporting cycle - 116364	
-Prepare and analyze municipal financial reports -116363	
-Conduct performance management to a South African municipal environment -116341	
-Apply accounting principles and procedures in the preparation of reports and decision making - 119350	

Apply selected GRAP (generally recognized accounting practices) to periodic accounting reporting process – 119348 -Apply risk management in South African Municipalities – 116339 - Conduct auditing planning and implementation in a South African municipality – 116351 -Apply the principles of ethics in a municipal environment – 116343 - Interpret South African legislation and policy affecting municipal financial management – 116361 -Discuss the selected legislative regulatory framework governing the public sector management and administration environment – 119334 -Conduct working capital management activities in accordance with sound financial management policy – 119331 -Apply cost management information systems in the preparation of management reports – 119341 -Apply operations research principles and tools in the management of project activities and resources – 119343 -Participate in the design of municipal supply chain management - 116353	
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SPECIFIC GOAL

Points allocation for specific goals are as follows:

Specific goals to be implemented	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
	Criteria	Points – 20	
1. To promote local economic development (Location)		10	Municipal account / Bank statement / Bank confirmation letter
Within the boundaries of the Kamiesberg LM	10		
Within the boundaries of the Namakwa District	8		

Within the boundaries of the Northern Cape	6		
Within the boundaries of South Africa	4		
Outside the boundaries of South Africa	0		
2. Persons historically disadvantaged on the basis of race	5	5	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).
points will be awarded to a supplier who has more than 50% black (african, coloured, Indian and Chinese) ownership			
3. To promote youth owned enterprises.	2		1. Service Provider must submit proof of ownership of the enterprise or 1. Ownership Certificate issued by the Companies and Intellectual Property Commission 2. Certified ID Copies (not older than 6 months).
Points will be awarded to a supplier who has 100% youth ownership			
4. To promote enterprises owned by women.	2		1. Service Provider must submit proof of ownership of the enterprise or 1. Ownership Certificate issued by the Companies and Intellectual Property Commission 2. Certified ID Copies (not older than 6 months).
Points will be awarded to a supplier who has 100% women ownership			
5. To promote HDI with disability		1	

Disability Ownership will be awarded to a Supplier who has 30% or more disability ownership	1		1. Service Provider must submit proof of ownership of the enterprise or 1. Ownership Certificate issued by the Companies and Intellectual Property Commission 2. Doctor's certificate of disability 3. Certified ID (not older than 6 months).
Sub-Total (Specific Goals)		20 Points	

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Price	-	80 points
Specific goals	-	20 points

DELIVERY ADDRESS:

22 Main Road
Garies
8220

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