



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO:20/23/24

AUTHORS WORKSHOP

Quotations are hereby called from suitably qualified and experienced service providers to provide authors workshop as per the following specification:

1. Scope of work

TRAINING	TYPE OF TRAINING	NO. OF DAYS	NUMBER OF LEARNERS
Skills Programme	Authors workshop 2022	1	70

2. Projects deliverables

2.1 Training outcomes

The training provider is expected to cover in details among other things the following topics:

- Writing short books / short stories
- Writing short drama books
- Writing long drama books
- Writing a Novel
- Writing Poetry
- Poetry reciting
- Proof reading & editing
- Book elignment & design
- ISBN allocation
- Publishing your book
- Advertising your book
- Publishing for Profiting making
- Distribution, sales and marketing
- Audio book & Digital uploads

2.2 Requirements of the Facilitator

- Experience in facilitating
- Compliance with tender process
- Two (2) day of facilitation programme

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe

- Must be an author

2.3 Resources to be provided by the bidder.

- workshop manuals
- supporting team
- Stationery

2.4 Resources to be provided by the Municipality.

- Refreshments
- Training venue
- Sound

Quotations will be evaluated and adjudicated according to the following criteria:

- The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of VAT.
- Quotation is valid for 30 days
- Supplier shall provide the Municipality a valid original tax clearance certificate/Tax Compliance Status with pin
- Service providers to complete in fully all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- The author must have at least three (2) published books under their name, and provide evidence.
- Proof of rendering facilitating services in the past.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a lease agreement must be provided. If the bidder resides in rural areas they must provide a letter from the Councillor/ or Traditional Inkosi and an affidavit stating that the bidder is exempt from paying rates and taxes.

- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- No quotations will be considered from persons in the services of any organ of the state.
- Non-compliance with the above-mentioned criteria will lead to disqualification

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**AUTHORS WORKSHOP**" Quotation number: 20/23/24 and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Friday, the 18th of August 2023. Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Mr. Lindelani Dhlodhlo and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 10/08/2023