



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO:77/23/24

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
	Venue: Sibusisiwe Hall Date: 28 February 2024		

2. Projects deliverables

2.1 Training outcomes

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

- Drama book
- ISBN allocation
- Book alignment and design
- Distribution, sales and marketing
- Audi books and digital upload
- Publishing for profit making.

2.2 Requirements of the Facilitator

- Experience in facilitating.
- Compliance with tender process
- One (1) day of facilitation programme
- 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

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

- 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 two (2) published books under their name, and provide evidence
- 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: **77/23/24** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Wednesday, the 14th of February 2024. 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: 07/02/2024