



**NQUTHU MUNICIPALITY
SUPPLY CHAIN MANAGEMENT
NOTICE OF INVITATION**

INVITATION TO QUOTE

Quotation Description	<p>Request Service provider to provide training for local caterers for 2 weeks. The training is for 00 people</p> <p><u>TERMS OF REFERENCE:</u></p> <p>We kindly request training for Local Caterers, the training will run for 2 weeks, and the starting date will be proposed by the end-user department and appointed service provider.</p> <p>Accredited Training Provider to train on the following:</p> <ul style="list-style-type: none"> • Food handling • Food preparation • Food presentation • Food storage • Health and Hygiene when preparing food 	
	CRITERIA	SUBMISSION REQUIREMENT
	Accreditation	<p>Service provider must submit proof of accreditation with services Seta with:</p> <ul style="list-style-type: none"> • ND in FOOD AND BEVERAGE SETA • ND in CATERING MANAGEMENT
	Personnel Capacity	<p>Project Manager – 2 or more years experience in managing similar projects – CV & Qualifications in food safety Management qualification</p> <p>Facilitators – provide facilitators with deep knowledge on food and beverages industry, 2 or more years of experience in facilitation.</p>
	Capacity to Deliver	Demonstrate the ability to provide and facilitate training in the listed programs.
	Company Experience	2 or more years experience in providing similar trainings.

	References	Provide 2 or more contactable references, accompanied written references or appointment letters.
	<p>NB:</p> <ul style="list-style-type: none"> • SERVICE PROVIDER TO PROVIDE ALL THE TRAINING EQUIPMENT AND MATERIALS TO BE USED FOR THE DURATION OF THE TRAINING. • TRAINING MANUALS AND FACILITATION MUST BE IN PURE ZULU. • SERVICE PROVIDER WILL TRAIN 100 CATERERS WITH A GROUP OF 20 PEOPLE, EACH GROUP WILL HAVE 2 DAYS TO COMPLETE TRAINING. • SERVICE PROVIDER TO ISSUE CERTIFICATE OF ATTENDANCE TO ALL THE ATTENDEES WHO COMPLETED THE COURSE. • FOOD PREPARED DURING THE TRAINING WILL ALSO BE USED AS LUNCH FOR 20 ATTENDEES. <p><u>MANDATORY REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Valid Tax Clearance Certificate • Company Registration Certificate • Directors Certified ID Copy • BBBEE Certificate • MBDs (1 – 9) • Certified copy of Accreditation Certificates (SERVICES SETA) • Project Manager and Facilitators' Certified copies of Academic Certificates • Proof of Experience related to the scope of work and contactable references • Project Implementation Plan • Service provider must be registered with Central Supplier Database (CSD) 	
SCM NUMBER	SCM/369/24-25	
Invitation Date	25 APRIL 2025	
Closing Date and time	02 MAY 2025	
SCM Enquiries	N.T JIYANE 034 271 6125	
Where quotation can be collected	NQUTHU MUNICIPALITY RECEPTION AREA NQUTHU MUNICIPALITY WEBSITE	
Where Quotation should be delivered	QUOTATION BOX AT THE RECEPTION AREA IN LOT83/2 MDLALOSE STREET OR e-mail to nkanyisoj@nguthu.gov.za	

TERMS AND CONDITIONS

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete all supplementary and compulsory MBD forms enclosed in this RFQ.
- The municipality reserve the right to do due diligence on the quotations.
- The municipality reserve the right to benchmark prices quoted.
- The lowest acceptable price will score 80 points: price, and 20 points for specific goals.
- All price quotations that have a rand value of R1.00 to R50 000 000.00 including VAT, will be evaluated by applying the 80/20 principle as Prescribed by the Preferential Procurement Policy Framework Act of 2022.

NQUTHU MUNICIPALITY SPECIFIC GOALS PREFERENCE POINT SUMMARY

The Nquthu Municipality SCM Policy in respect of specific goals include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme

20 points specific goals scores – Points breakdown and verification criteria

Specific goals	Points (80/20)	Verification
More than 50% black ownership (African, Indian, coloured)	10	CSD
Less than 50% Black ownership	05	CSD
Enterprise located within KZN	10	Proof of res, CSD
Enterprise located on other Provinces	05	Proof of res, CSD