



Karoo Hoogland

Munisipaliteit / Municipality



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R300 000.00(incl VAT)
(For Publication on Karoo Hoogland Website and Notice Boards)

QUOTATION NUMBER: R15/9/674/2025-2026

ADVERTISING DATE: 17 September 2025

CLOSING DATE: 23 September 2025

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 23 September 2025 at 12H00**

PROJECT NAME: SUPERVISORY/MANAGEMENT SKILLS TRAINING

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 2 Mulder Street, Williston, 8920 or emailed to t.petoors@karoohoogland.gov.za for the attention of the SCM Office.** Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Goods must be delivery within 7 days after receiving the order
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
 - MBD 2 (Tax Clearance Certificate)
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (B-BBEE Status Level)
 - MBD 8 (Declaration of Bidders past supply chain management practices)
 - MBD 9 (Certificate of independent Bid determination);
 - MBD 15(Municipal accounts)
- Bidders must be registered on the National Treasury Central Suppliers Database.
- Bidders must ensure that they submit a valid Tax Clearance and ID documents of directors and shareholders.
- Quotations between **R 30 000** and **R 300 000 (Vat Incl)** will be evaluated using **80/20** preferential system.
- The Municipality reserves the right to partial acceptance of one or more quotations, to withdraw any invitation to quotations and/or t re-advertise or to reject any quotation.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully SCM Department -Tel: 053 285 0998 / t.petoors@karoohoogland.gov.za

1. SPECIFICATIONS

1.1. Background

The Karoo Hoogland Municipality hereby invites proposals from a **suitably, qualified, recognizable and reputable service provider** with a **proven track record** in delivering training within the **local government and municipal environment**. The Municipality intends to enter into a service-level agreement with a service provider for the presentation of a non-accredited skills program/short course in Supervisory and/or Management Skills Training. The ideal service provider must demonstrate relevant experience in developing and facilitating practical, outcomes-based training interventions tailored to supervisory and emerging managerial roles in the public sector, specifically within a municipal context. The training should aim to equip participants with the essential leadership, communication, and operational management skills required to perform effectively in supervisory or junior management positions.

Interested providers must **provide evidence of previous engagements with municipalities** including references and details of content covered. Proposals must include a detailed course outline, methodology, trainer profiles, duration of the course, and associated costs.

Training Overview

- **Course Type:** Supervisory / Management Skills Training
- **Number of Participants:** 20
- **Accreditation:** Non-Accredited
- **NQF Level:** Not Applicable

1.2. The expected deliverables from the project are:

- 1.2.1. Understanding the role of the supervisor
- 1.2.2. Understanding the role of Management
- 1.2.3. Understanding the Link between the Supervisor and Manager
- 1.2.4. Planning work and organise resources
- 1.2.5. Leading employees
- 1.2.6. Controlling employees
- 1.2.7. The concept of “governance” and what constitutes “good governance”.
- 1.2.8. Distinguish between “strategies” and “plans”

- 1.2.9. The meaning of organizational leadership
- 1.2.10. The main elements of “management”
- 1.2.11. The implications of organizational form for their capacity to deliver
- 1.2.12. The main delivery vehicles are accessible in the public sphere for delivery on government’s mandate.
- 1.2.13. The concept of “accountability” and the hierarchy of accountability.
- 1.2.14. The significance of the management approach in the public environment in South Africa, particularly for local government in improving service delivery.
- 1.2.15. The nature and role of “control” as an essential area of management activity and its relationship to monitoring and evaluation.
- 1.2.16. The key defining elements of the “new public management” (NPM) approach”
- 1.2.17. The statutory role of local government in South Africa within which managers have to function as defined particularly in Sections 152, 153 and 156 of the South Africa Constitution.
- 1.2.18. The forms of local government executive arrangement enabled by the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- 1.2.19. The broad framework within which intergovernmental relations between governmental spheres are regulated and managed.
- 1.2.20. The concept of integrated planning and the dimensions of integration have to be addressed in integrating planning.
- 1.2.21. Effective implementation planning to “get the job done”.
- 1.2.22. The concept of “sustainability”
- 1.2.23. The key elements of the IDP process in South Africa.
- 1.2.24. The broad organizational and management implications for effective implementation of the IDP; and
- 1.2.25. The statutory role of local government in South Africa in enabling and facilitating stakeholder participation in local governance.

1.3. Duration of the project:

- 1.3.1. Training must be conducted within fifteen (15) days from the date of the appointment of the service provider
- 1.3.2. Training must be completed in two to three (2-3) days.
- 1.3.3. Training must be conducted during the week, during official hours: 07H30 – 17H00.
- 1.3.4. Training/Facilitation should be presented to a maximum of 20 officials per session.

1.4. Venue for the Learners

- 1.4.1. Karoo Hoogland Municipality will provide a venue
- 1.4.2. Catering, if necessary, will be provided by the municipality
- 2. The successful bidder/s must have an active e-mail address to be able to correspond on a full-time basis.
- 3. The successful bidder will be expected to submit attendance and progress reports on the completion of the training programme, in which barriers are indicated for monitoring purposes.
- 4. The successful bidder will be expected to provide certificate of attendance to delegates
- 5. The successful bidder will be responsible to arrange courier services to collect any documents that they might need after the training has been concluded.
- 6. **All bidders must provide with their bid references of previous work done within local Government Municipal environment.**

**NON- COMPLIANCE WILL RESULT IN YOUR SUBMISSION BEING REGARDED AS
NOT RESPONSIVE**

SECTION 2: PRICE SCHEDULE

NR	DESCRIPTION	QTY	UNIT COST (VAT INCL.)	TOTAL COST (VAT INCL.)
1	Supervisory/Management Skills Training	20		
2	Travel and accommodation (if applicable)	1		
	Payment Plan			
3	First Payment - 70% Paid on Completion of Project			
4	Second Payment - 30% On receipt of Certificates			
TOTAL COST (VAT INCL.)				

GENERAL

- a) Price should be inclusive of VAT and all other costs.
- b) Bidder must complete above schedule for their submission to be evaluated
- c) The municipality reserves the right to amend the order quantity based on the quotes received and the availability of the budget.

Information to be provided with the quotation

- ID documents of directors and shareholders
- Valid Tax Clearance Certificate
- MBD Forms
- CSD Report

Any enquiries: TN Petoors t.petoors@karoohoogland.gov.za

FINANCIAL EVALUATION – POINT SCORING	
The evaluation will be performed on 80/20 principles as Provided in PPFA :	
Price :	80 points
Specific Goals: 10 -Youth and 10 -Locality	20 points
Total	100 points