



QUOTATION NO. SC 1407/2013	KWOTASIE NR. SC 1407/2013	UQIKELELO- XABISO NO. SC 1407/2013
<p>Quotations are hereby invited for <b>Training for Business Letter Writing SAQA Unit Standard ID: 12153.</b></p> <p>Tender documents, in English, are obtainable from <b>Friday, 11 October 2013</b>, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus, Tel. 028 313 8064 from Ms. Rita Neethling between 08h30 and 15h30, upon payment of a <b>tender participation fee of R130.00 per set.</b> Alternatively the documents may be downloaded free from the website: <a href="http://www.overstrand.gov.za">www.overstrand.gov.za</a>.</p> <p>Sealed Quotations, with <b>“Quotation No. SC 1407/2013 Training for Business Letter Writing SAQA Unit Standard ID: 12153.”</b> clearly endorsed on the envelope, must be deposited in <b>Tender Box No. 3</b> at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by the Municipality.</p> <p>The closing date and time of the quotation is on <b>18 October 2013 at 12h00</b> and will be opened in public immediately thereafter in the SCM Committee Room, Hermanus Administration.</p> <p><b>Quotations must be valid for 60 days</b> after the closing date. Quotations shall be evaluated in terms of the Preferential Procurement Regulations, 2011 and bidders may claim preference points in terms of their B-BBEE status level of contribution.</p> <p>The Overstrand Municipality does not bind itself to accept the lowest quotation and reserves the right to accept any quotation, as it may deem expedient. Quotations are subject to the General Conditions of Contract, and the Supply Chain Management Policy of the Overstrand Municipality.</p> <p>Please refer technical enquiries to <b>Ms. Karin van der Merwe</b> at telephone number: <b>028 313 8113.</b></p>	<p>Kwotasies word hiermee ingewag vir <b>Opleiding vir die Skryf van Besigheidsbriewe SAQA Eenheidstandaard ID: 12153.</b></p> <p>Tenderdokumente, in Engels, is verkrygbaar vanaf <b>Vrydag, 11 Oktober 2013</b>, by die Voorsieningskanaalbestuurseenheid, Overstrand Munisipaliteit, Magnolialaan, Hermanus, Tel. 028 313 8064 vanaf Me. Rita Neethling tussen 08h30 en 15h30, by betaling van ‘n <b>tenderdeelnamefooi van R130.00 per stel.</b> Alternatiewelik mag die dokumente gratis afgelaai word vanaf die webblad: <a href="http://www.overstrand.gov.za">www.overstrand.gov.za</a>.</p> <p>Verseëde Kwotasies duidelik gemerk <b>“Kwotasie Nr. SC1407/2013: Opleiding vir die Skryf van Besigheidsbriewe SAQA Eenheidstandaard ID: 12153.”</b> op die koevert, moet geplaas word in <b>Tender Bus Nr. 3</b> by die kantore van die Overstrand Munisipaliteit, Magnolialaan, Hermanus. Kwotasies mag slegs ingedien word op die dokumentasie uitgereik deur die Munisipaliteit.</p> <p>Die sluitingsdatum en -tyd van die kwotasie is <b>18 Oktober 2013 om 12h00</b> en kwotasies sal onmiddellik daarna in die openbaar oopgemaak word in die VKB Komiteekamer, Hermanus Administrasie.</p> <p>Kwotasies <b>moet geldig wees vir 60 dae</b> na die sluitingsdatum. Kwotasies sal evalueer word in terme van die Voorkeurverkrygings Regulasies, 2011 en tenderaars mag voorkeerpunte eis in terme van hul B-BSEB status vlak van bydrae.</p> <p>Die Overstrand Munisipaliteit is nie gebind om die laagste kwotasie te aanvaar nie en behou die reg voor om enige kwotasie te aanvaar wat raadsaam gevind word. Kwotasies is onderhewig aan die Algemene Kontrakvoorwaardes, en die Voorsieningskanaal Bestuursbeleid van die Overstrand Munisipaliteit.</p> <p>Tegniese navrae kan gerig word aan <b>Me. Karin van der Merwe</b> by telefoonnommer <b>028 313 8113.</b></p>	<p><b>Kucelwa Isiniki-xabiso: Sokubonelela Ngeenkonzozo Zoqeqesho ngesakhono soku Bhala ileti ngokwezoshishino SAQA Unit Standard ID: 12153.</b></p> <p>Amaxwebhu, abhalwe ngesiNgesi, ayafumaneka ukusukela <b>ngoLwesihlanu, 11 Okthowbha 2013</b>, kwi-ofisi yoLawulo lweTyathanga loKubonelela, kuMasipala we-Overstrand., eMagnolia Avenue, eHermanus tsalela u 028 313 8064 ku Nkosazana. Rita Neethling phakathi kweye-08h30 neye-15h30 <b>Usakuhlawula Umrhumo wokuthatha inxaxheba ongama R130.00 nge seti.</b> kungenjalo Amaxhwebhu ayafumaneka mahala kwi-webhu sayiti ethi: <a href="http://www.overstrand.gov.za">www.overstrand.gov.za</a>.</p> <p>Uqikelelo-xabiso olutywiniweyo kwabhalwa, <b>“Isiniki-xabiso No. SC 1407/2013: Sokubonelela Ngeenkonzozo Zoqeqesho ngesakhono soku Bhala ileti ngokwezoshishino SAQA Unit Standard ID: 12153.”</b> ibhalwe ngokucacileyo kwimvulophu, mayifakwe kwi <b>Bhokisi yeZiniki-maxabiso no.3</b> Kwii-ofisi zikaMasipala wase-Overstrand, Magnolia Avenue, Hermanus. Amaxhwebhu Oniko xabiso anikezwa ngu masipala maka buyiswe ngohlobo abhalwe ngalo.</p> <p>Umhla nosuku lokuvala ngu mhla we <b>18 Okthowbha 2013</b> ngentsimbi ye <b>12h00</b> kwaye emva koko ziya kuvulwa ngokukhawuleza kwigumbi lekomiti, kuLawulo lwase Hermanus.</p> <p><b>Ithenda mazibesemthethweni kangangentsuku ezingamashumi anesthandathu 60 emva komhla wokuvala.</b> Uqikelelo-xabiso lizakuhluzwa ngokomgangatho womiselo oKhethekileyo wokuFumana ka-2011 kwaye abanini bethenda banga funa amanqaku okhetheko ngokomgangatho abanawo kwi B-BBEE.</p> <p>UMasipala we-Overstrand akazibopheleli ekwamkeleni ixabiso elilelona liphantsi okanye naluphi uqikelelo-xabiso kwaye unelungelo lokwamkela naluphi na uqikelelo-xabiso, njengoko ebona kufanelekile. Uqikelelo-xabiso luphantsi koMgangatho woLawulo lweZiniki-maxabiso, neNkqubo yoLawulo lweTyathanga loKubonelela kaMasipala we-Overstrand.</p> <p>Nceda nxibelelana no <b>Nkosazana Karin van der Merwe</b> kule nombolo ilandelayo <b>028 313 8113</b> ngazo naziphi iinkcukacha ezingacacanga ozifunayo.</p>
<p align="center"><b>MS. D. ARRISON</b> <b>DIRECTOR: MANAGEMENT SERVICES</b></p>	<p align="center"><b>ME. D. ARRISON</b> <b>DIREKTEUR: BESTUURSDIENSTE</b></p>	<p align="center"><b>NKOSAZANA D. ARRISON</b> <b>UMONGAMELI: KWINKONZO ZOLAWULO</b></p>