

ETHEKWINI MUNICIPALITY
OFFICE OF THE CITY MANAGER
INFORMATION MANAGEMENT UNIT



Quotation for: **PQ: 7I-38845 Provision of COBIT FOUNDATION TRAINING and EXAMS.**

Scope : See project specification

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Targeted Procurement Application, policy, declaration affidavit and conditions forms are available from the Contracts Section and <i>must be completed if the tendered is not yet registered on the database.</i>

QUOTATION ARE TO BE DEPOSITED IN THE BOX PROVIDED IN THE FOYER OF THE MATERIALS MANAGEMENT BUILDING, K.E MASINGA PLACE FORMELY OLD FORT PLACE AND NOT ANY OTHER MUNICIPAL DEPARTMENT.

NOT LATER THAN 11:00 am on Wednesday 03/10/2018. ALL QUOTATIONS TO BE MARKED “RFQ – PQ: 7I-38845 Provision of COBIT FOUNDATION TRAINING and EXAMS.

All queries in regard to this tender is to be emailed to: Rekha.singh@durban.gov.za

1 CONDITIONS OF QUOTATION

1.1 QUOTATIONS

Quotations are required for the whole of the works embraced by these documents.

NOTE: The lowest or any quotation will not necessarily be accepted. The awarding of the contract will be at the sole discretion of the Municipality.

1.2 QUOTATION FORMS

Quotations will be liable to rejection unless submitted on the attached quotation form which must be duly completed and signed.

1.3 PAYMENT

Payment will be made only once the completion of the work is to the entire satisfaction of the Manager or his representative and on receipt of an invoice from the Contractor addressed "Ethekwini Municipality", the amount will be paid.

NOTE:

1. The invoice is to include the heading and number of the service order, and
2. is to be made payable to the firm or individual whose name appears on the quotation form.

1.4 DEFAULT

Should it appear that the contractor is not executing the contract in accordance with the true intent and meaning thereof, or that he is refusing or delaying to execute the contract, the Manager may give notice in writing to the Contractor to make good the failure or default within a specified time period. Should the Contractor fail to comply with the notice, the Manager may, without prejudice to any of the Council's rights under the contract, be at liberty to take the contract wholly or in part out of the contractor's hand and order from or contract with another person. The contractor shall be responsible for any loss the Council may sustain by reason of such action.

1.5 RIGHT OF CANCELLATION

This Ethekwini Municipality reserves to itself the absolute right of cancellation of this contract or for any breach of the conditions thereof.

1.6 eTHEKWINI'S GENERAL AND SPECIAL CONDITIONS OF CONTRACT

Conforms and complies to the national treasury general conditions of contract.

2 PROJECT SPECIFICATION

Provision of COBIT FOUNDATION TRAINING and EXAMS

The eThekweni Municipality's Information Management Unit invites eligible and accredited service providers to submit written and detailed proposals for the following:

1. Conduct a COBIT foundation training at an EtheKwini venue for 20 staff members
2. Conduct and proctor the COBIT foundation computer based exam. State the requirements of each individual for the online exams. (laptop , internet access , chrome etc)

This document does not supersede or replace an existing specifications or documents already in use by various other Departments.

SPECIFICATIONS

Mandatory

1. The successful Bidder's needs to be an ISACA certified (APMG /PEOPLECERT) COBIT training Provider.
2. The successful bidders resource needs to be a minimum of COBIT CERTIFIED ASSESSOR, must have a COBIT IMPLEMENTOR CERTIFICATION and have a successful track record of conducting COBIT FOUNDATION TRAINING within a large public or private sector environment. Documented proof and contactable reference details regarding previous implementations must be provided.

General

- a. The successful bidder will provide the required COBIT trainer / course facilitator to deliver the COBIT FOUNDATION training and proctor the exams at an EtheKwini venue (Durban)
- b. Proposed individual to have: -
 1. Relevant IT qualification.
 2. COBIT CERTIFIED ASSESSOR certification
 3. COBIT IMPLEMENTOR certification.

Detailed Curriculum Vitae of the proposed candidate to be provided.

Price for COBIT FOUNDATION TRAINING and the ONLINE EXAMS to be provided.

A rate per person will be derived from the price quoted

NB. eThekweni may award one or more of the milestones stipulated above.

CONTRACT NO. PQ 71-38845

Invoices together with relevant as built docs to be made out **to eThekwini directly.**

Bill to Party must be:

eThekwini Municipality

IS DEPARTMENT

P.O. BOX 828

DURBAN 4000

TEL: (031) 311 1900

FAX: (031) 304 1829

Quote is binding and may not be cancelled.

Quote must include all costs, including delivery, installation, etc.

Line Items may be added but current format must be preserved.

Prices must be fixed and firm in South African Rand.

Quote valid for 30 days and all and any pricing conditions must be clearly stated.

The Head : Supply Chain Management

ENQUIRY PQ 7I-38845

OFFICAL TENDER FORM

3 TENDER RETURNABLES

3.1 QUOTATION FORM

I/We, _____ the undersigned hereby offer to carry out the above mentioned work and to supply all the requisite materials and workmanship of the best description, according to the true intent and nature of the drawings (if any), conditions and specifications in accordance with the price schedule.

Description	Price excl vat	Vat	Total (inc vat)
COBIT FOUNDATION COURSE			
ONLINE COBIT FOUNDATION EXAM (for 20 people)			
TOTAL			

I/We agree to complete the whole of the work in every respect to the satisfaction of the Municipality. I/We understand that the Council is not bound to accept the lowest or any tender it may receive.

I/We hereby agree that this tender will hold good and remain open for acceptance until 16:00 on the Tuesday of the twelfth week following the Tuesday on which tenders are open or during such other period as may be specified in the Special Conditions of Tender.

Any alterations effected upon any part of the tender documents must be clearly shown by means of hand-written entry and must be signed by tenderer.

I/We hereby agree that this tender, together with the Council's letter of Acceptance thereof, will constitute a binding contract which will take effect from the business day following the date of dispatch of the letter of acceptance.

Please state Procurement Reference Number :- PR _____ (refer Clause 25 – Special Conditions of Tender (Goods/Services)).

SIGNATURE: _____

NAME: _____ **(In block letters)** **OR**
Company Stamp

NAME OF FIRM: _____ **(In block letters)**

DESIGNATION OR OFFICE OF SIGNATORY: _____

VAT REGISTRATION NUMBER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____