

**LOCAL MUNICIPALITY –  
259 KINGSWAY ROAD**

Postal Address: P O Box 71  
Bergville 3350

Date: 16 March 2021



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**UMKHANDLU WENDAWO  
BERGVILLE 3350**

Telephone: 036 448 8056  
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**Bidder Details:**

**ADDENDUM: REFERENCE NO: SCM62/2020-2021 – APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE CERTIFICATE IN MUNICIPAL FINANCIAL MANAGEMENT (MFM) TO OKHAHLAMBA LOCAL MUNICIPALITY STAFF X 07.**

This addendum forms part of the original bid document and all requirements.

Kindly refer to scope of work on the table (Repetition of unit standard 116363 which is replaced by 116363)

The Bidder must acknowledge receipt of the addendum by returning the signed copy with the quotation. Failure to return the addendum will automatically disqualify the service provider.

We trust that you will find the above in order. Please do not hesitate to contact the undersigned should you have any further enquiries.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

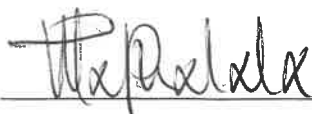
Date: \_\_\_\_\_

Company Stamp:

Kindly find the attached amendments

We trust that you will find the above in order. Please do not hesitate to contact the undersigned should you have any further enquiries.

Yours faithfully  
Thulile Maphalala

  
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**APPOINTMENT OF AN ACCREDITED TRAINING SERVICE PROVIDER TO PROVIDE  
CERTIFICATE: MUNICIPAL FINANCIAL MANAGEMENT (MFM) TO OKHAHLAMBA  
LOCAL MUNICIPALITY STAFF X07**

**SPECIFICATION OF CONTRACT**

1. Proof of valid MFM accreditation letter by LGSETA
2. All MFM unit standards must be SAQA accredited
3. Proof of MFM training experience on a letterhead, stamped and signed.
4. Proof of contactable references must be provided (on the original municipal letterhead stamped and signed)
5. Profile of key staff; CV's and qualification to be attached
  - Project Manager
  - Qualified Facilitators (CV and qualifications)
  - Registered assessors (CV and qualifications)
  - Registered moderators ( CV and qualifications)
6. Scope of work: below:- (can be used for pricing purposes)

<b>Unit standard</b>	<b>No. of learners</b>
116364	7
116353	7
116340	7
116362	7
116348	7
116344	7
116347	7
116342	7
116341	7
116363	7
116345	7
116339	7
116351	7
116346	7
116358	7
116343	7

6. The training identified in the first table below is to be conducted in-house therefore venues, accommodation and catering will be supplied by the municipality. Based on this, training providers should submit their quotations taking the venue location into consideration and should include all costs relating to the training, assessment, moderation, administration and uploading of learner results with LGSETA and certification. This would include items such as training materials, facilitation costs, travel & subsistence for facilitator/assessor, coaching and mentoring of learners, additional revision as may be required, monthly and ad hoc reporting as required etc).

**7.** Finalisation of dates, venue and payment plans will be dealt with through consultation with the successful training service provider.