



## **SCM NOTICE: NO 5 /2019**

### **QUOTATIONS ARE HEREBY REQUESTED FOR OCCUPATIONAL CERTIFICATE: LIBRARY PERSONEL**

Notice is hereby given in terms of Section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Emthanjeni Municipality intends to appoint a service provider to train and award accredited certificates in Occupational certificate; Library Personnel

#### **Specifications:**

Training 6 employees of Emthanjeni Municipality in the studies listed below:

- Introduction to Libraries & Library Services
- Information Retrieval and Storage
- Relevant library & information resources identified and supplied to library
- Shelf material accurately according to library classification system.
- Issue and receive library material from library members in a customer's friendly manner
- Circulation of library material and customer care
- Marketing, client liaison and supervision
- Marketing libraries and making services attractive and inviting users in order to improve a culture of reading
- Information provision to library clients
- Support marketing, outreach and reading development programs of the library
- Library administration
- Perform acquisitioning & physical processing of books and other library materials according to generally accepted library standards
- Perform administrative duties in a library
- Acquiring processes & maintaining records of library material
- Support administrative process in the library

#### **The following conditions shall apply:**

- The Council is not obliged to accept the lowest or any quotation and reserves the right to accept any quotation or portion thereof.
- Quotations must be valid for a period of 90 days after the closing date.

- Emthanjeni Municipality's Supply Chain Management Policy and other relevant legislations will apply.
- Bidders must register on the Central Supplier Database.
- All documentary proof such as original tax clearance, BBBEE certificates etc. must be submitted along with the quotation.
- Quotation notice will be evaluated on 80/20 basis.
- The successful bidder must be ready and available to commence work immediately on appointment.

Quotations received after the set closing time and date will not be considered. The service provider should indicate the starting and completion dates of the project.

**Sealed, faxed or emailed, quotations must be clearly marked and must reach the Municipal Offices, 45 Voortrekker Street, De Aar, 7000, not later than 6<sup>th</sup> May 2019 (Monday) at 16:30 PM.....**

Further details can be obtained from Mr. L Thomas at telephone 060 563 5295 or **053 632 9151**.

Website can be visited at [www.emthanjeni.co.za](http://www.emthanjeni.co.za)

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