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REQUEST FOR QUOTATION

QUOTATION VALIDITY
60 DAYS

PAGE NO.
CLOSING DATE AND TIME
8-Aug-19 16:00
Date of Issue
01 August 2019
VALIDITY
: DAYS

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM.80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR BBBEE AND PREFERENTIAL PROCUREMENT
ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE(CSD)

JW CONTACT PERSON : Nompumezo, EMAIL:nompumezo.mramba@jwater.co.za

TELEPHONE NUMBER:...011...688 1656,FAX : 086 611 8167.....

ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL OF V.A.T.	DIS
	IN-HOUSE TRAINING: TECHNICAL AND BUSINESS REPORT WRITING			5 sessions of 20 delegates per session		
	Accredited Service Providers are invited to submit quotes for the above training covering the following topics but not limited to:					
	1. Report writing skills – Sentences; tips on joining words and punctuation 2. Some common report writing faults to avoid 3. Writing good paragraphs 4. Transitions and ordering the parts 5. Overcoming writer's block: subjectivity; objectivity and bias 6. Revising and editing 7. Writing and improving the quality reports. 8. Compile technical reports ensuring content and format are appropriate. 9. Discuss the focus of the report – deciding on correct content. 10. Meeting reporting deadlines.					
	11. How to select, format, structure and layout reports: including headings, bullets and numbering. 12. Ensure the document sequence is logical and meaningful. 13. How to present information differently: text, graphs, tables, flow charts and diagrams. 14. Organising and structuring a technical text appropriately. 15. Presenting the same information in different ways. 16. Technical reports 17. General reports 18. Report checklists 19. Topic or subject matter 20. Purpose of the report					
	21. Scope of the report 22. Section identification systems 23. Referencing 24. Table of contents 25. Stages of report production 26. Structuring the report					
	MANDATORY REQUIREMENTS THAT MUST BE SUBMITTED WITH EACH QUOTATION: <i>Proof of Accreditation for Report Writing Training</i> <i>CV of Facilitator/s</i> <i>Course Outline</i> <i>Company Profile</i>					
	<i>For more information contact Vuyiswa on 011 689 9157</i>					
	<i>At least two contactable references of similar training provided in the last 2 years</i>					
	Quotations should be valid for 60 days					
	NB:All suppliers responding to Rfq's should use their own company letter head not Jw Rfq Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.					

OFFICIAL STAMP	SUPPLIER DETAILS		CONDITIONS 1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORIZED SIGNATURE WILL NOT BE ACCEPTED. 5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY
	AUTHORISED BY:.....	SIGNATURE:..... DATE:.....	