

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

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www.molemole.gov.za

Enquiries: Malola MT

Ref: LED&P-008-2023/24

11 September 2023

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from service providers who are registered on Central Supplier Database (CSD) to provide service for implementing Molemole Investment Coordination project according to the specification below.

Bid Specification (Quotations should be on the company's letter head with layout below):

No.	Description	Quantity	Total Price
1.	Facilitation road map showing clear schedules, target project, target audience and expected outcomes;	<ul style="list-style-type: none"> ▪ 01 bounded full color hard copy (Gloss paper) ▪ 01 compact disc 	
2.	Opportunity analysis for each business enterprise, approaches and identified potential benefit to the local community	<ul style="list-style-type: none"> ▪ 01 bounded full color hard copy (Gloss paper) ▪ 01 compact disc 	
3.	Conduct research on existing business enterprises, their challenges, gaps, proposed interventions, and recommend institutions to address challenges. Generate and submit intervention strategy	<ul style="list-style-type: none"> ▪ 01 bounded full color hard copy (Gloss paper) ▪ 01 compact disc 	
4.	Facilitate and coordinate staging of Molemole Small business development conference within the municipality; with clear targeted audience, and key stakeholders, close up report with action plan. (4 th quarter, as per Municipal financial year).	<ul style="list-style-type: none"> ▪ 01 day Investor Conference ▪ 20 bounded full color hard copy (Gloss paper) ▪ 20 DVD disc 	
Subtotal (Excluding Vat)			
Vat @ 15%			
Total (Vat Inclusive)			

The following documentations should be attached to the quotations:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) A certified copy of valid BBBEE certificate (Original also accepted)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

1. Evaluation Criteria: Functionality

- Bidders must achieve a minimum of 80% functionality to be considered for further evaluation in Stage 2 (Evaluation on Price and BBEE). Bidders that score less than minimum of 80% will be disqualified from further evaluation.

Criteria	Weight	Applicable values
Company Experience	30	
Previous experience and expertise in relevant work or similar undertaking. Attach maximum of two (2) appointment letters/purchase from any organ of state or private entity with contactable references. NB: Bidders must note that the municipality will be contacting these companies for verification.		
Personnel Capacity	25	
<ul style="list-style-type: none"> ▪ 1x Project Manager: - Attach detailed CV indicating a maximum of two (02) years' experience in investment Coordination and facilitation projects, and certified copies of qualification (National Diploma in Economics or equivalent qualification). 		Poor = 1
	20	Average = 2
<ul style="list-style-type: none"> ▪ 1x Assistant Project Manager - Attach detailed CV indicating a maximum of two (2) years' experience in Event/Project Management, and certified copies of three years National Diploma in Business Management. 		Good = 3
	25	Very good = 4
Credibility and Accreditation	25	Excellent = 5
<ul style="list-style-type: none"> ▪ Certified copy of project management certificate 		
Total points	100	

2. Stage 2: Evaluation of Price and Specific Goals

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman – Ownership of more than 50%	Identification document and Company and Intellectual Property Commission (CIPC) registration document	5
People with Disability	Medical Certificate Indicating Disability	5
Youth (18 – 34 years old)	Identification document	5

The following conditions will apply:

- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be effected within 30days of receipt of invoice.
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goals as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Mr. F.C.M Makgoka** at **015 501 0243** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the latest **19th September 2023** at 11:00, clearly marked:

"MOLEMOLE INVESTMENT COORDINATION"



MAKGATHO K.E
MUNICIPAL MANAGER
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