

**HEAD OFFICE**

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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**MOREBENG BRANCH OFFICE**

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MOREBENG 0810  
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www.molemole.gov.za

Enquiries: Ralephenya T.D

Ref: LED&P-005-2022/23

Date: 04 April 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 Agricultural Skills Development and Mentorship according to the specification below.

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

No	Activity	Description	Quantity	Total Pricing per activity
1.	Auditing of identified farmers	Conduct skills audit for all identified farmers	12	
2.	Workshop for Farmers and LED officials	Organise, coordinate and facilitate agricultural skills development workshop for farmers at Mohodi village, develop workshop material, PA system, camera & video recorder catering, invitations, generate close up report,	12	
3.	Farmers Training	Conduct 2 days Agri-SETA accredited NQF Level 3 training: Animal production, plant production, mixed farming systems, Agric Sales, Agric Trade Processes & Seed Production	12	
4.	Conduct farm visits and mentorship sessions	Conduct farm visits to all identified farmers from Molemole East and West: Location – Morebeng, Botlokwa, Moletji, Mogwadi and Mohodi villages	12	
5.	Printing of training certificates	Graphic design, emblem embedded certificates, printing using parchment paper, framing and packaging.	12	
<b>Subtotal</b>				
<b>Excluding VAT)</b>				
<b>Registered)</b>				
<b>Vat @ 15% (If Vat</b>				
<b>Including Vat)</b>				
<b>Grand total</b>				

**The following documentation should be attached to the quotations:**

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) Tax compliance status pin
- c) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

**1. Evaluation on functionality**

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal

Criteria	Weight	Applicable values
<b>COMPANY EXPERIENCE</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>▪ Attach two (02) appointment letters/orders stating provision of services on one of the following areas: monitoring &amp; evaluation of farmers/graduates, mentoring of farmers/agricultural graduates &amp; rendering skills development &amp; training of farmers/or graduates from any organ of state or private entity with contactable references.</li> </ul>		
<b>PERSONNEL CAPACITY</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>▪ 1x Project Manager: A minimum of two (02) years' experience working in agricultural sector, attached to any of the following areas: crop production, advisory services, mentoring and skills development of farmers/agricultural graduates. Attach CV and certified copies qualifications: Bachelors/B-Tech Degree in Agricultural Management.</li> </ul>		<b>Poor = 1</b>
	<b>15</b>	<b>Average = 2</b>
<ul style="list-style-type: none"> <li>▪ 1x Project officer: A minimum of one (01) year' experience working in agricultural sector attached to any of the following areas: Animal production, animal health, mentoring of farmers/agricultural graduates. Attach CV and certified copies of qualification: National Diploma in Animal production/Science.</li> </ul>		<b>Good = 3</b>
	<b>15</b>	<b>Very good = 4</b>
<ul style="list-style-type: none"> <li>▪ 1x Project officer: A minimum of one (01) year experience working in agricultural sector attached to any of the following areas: plant/crop production, mixed farming, mentoring, and training of farmers /agricultural graduates. Attach CV and certified copies of qualifications: National Diploma in crop/plant production or crop science.</li> </ul>		<b>Excellent = 5</b>
<b>Credibility and Accreditation</b>	<b>30</b>	
<ul style="list-style-type: none"> <li>▪ Certified copy of a valid Agri-SETA accreditation letter (in bidding Company's name)</li> </ul>		

- Certified copy of a project management certificate (any team member's name.

**4. Stage 3: Evaluation on Price and Specific Goals**

- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

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) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

**The following conditions will apply:**

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- The bidder needs to ensure that there is skills transfer.
- 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 **12 April 2023** at 11:00, clearly marked: **"AGRICULTURAL SKILLS DEVELOPMENT AND MENTORSHIP"** No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



**MAKGATHO K.E**  
**MUNICIPAL MANAGER**  
**LED&P-005-2022/23**