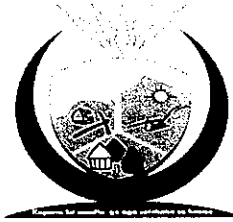


HEAD OFFICE

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E-mail: info@molemole.gov.za



Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote N.J

Reference: 8/1/1:CPS-05

1 December 2015

Molemole municipality is hereby inviting proposals from prospective service providers who are listed in the MLM's database for the capacity building programme.

1. Name/Description of the programme: Basic Microsoft excel.

- The modules (Unit Standards) must be accredited with LGSETA
- The number of officials to be trained (10)

The following documentation should accompany your quotations:

- a) Certified Company registration certificate
- b) An original valid Tax clearance certificate
- c) Completed declaration form (downloadable on municipal website)
- d) An original or certified copy of valid BBBEE certificate (if applicable)

The following conditions will apply:

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT;
- Delivery must be made within 14 days. Failure to deliver within 14 days may result in the municipality cancelling its order.
- Payment will be effected within 30 days of receipt of invoice.

Evaluation Criteria

The bid will be evaluated based on:

- **Preference point system, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to Mr. Mabote N.J at 015 501 2316 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **8 December 2015 at 12:00**, clearly marked "**Basic Microsoft excel training**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mr. Madibana MH
ACTING MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

