



ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: F.C.M Makgoka

Ref: 8/1/1:LEDP01

05 September 2016

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE SKILLS DEVELOPMENT AND CAPACITY BUILDING OF MOLEMOLE SMALL MEDIUM AND MICRO ENTERPRISE**

**1. Purpose**

The main purpose of the project is to appoint prospective service provider to partner with the Municipality for skills development and knowledge transfer to SMME's located within the jurisdiction of the Municipality.

**2. Background**

The 2015/16 financial year's IDP captured the small business training programme of which the services were outsourced from a prospective service provider; the programme covered 20 SMME's from Molemole east and west as identified by the municipality. The 2016/17 financial year's has captured capacity building of twenty five (25) SMME's as a project, and service providers would have to be appointed to implement the project.

**3. Rationale for capacity building of Small Businesses**

The rationale underlying the training of small businesses being that the informal economy makes an important contribution to the economic and social life of Molemole Municipality. In a period where unemployment is so high, the informal sector (a large part consisting of small businesses) offers many people the only opportunity to make a living. In the last financial year (2015/16) the municipality partnered with Limpopo Economic Development Agency in order to identify 20 SMME's who qualifies to benefit from the project.

The partnership is structured in a way that the SMME's are categorized into three segments (red, orange and green); this is mainly done through intensive assessment sessions. The SMME's who attains green status qualifies to be placed on the training programme for 2016/17 financial year.

**4. Objectives**

The objective of this project is to build capacity of twenty five (25) SMME's in Molemole.

**5. Scope of work**

Vision: A developmental people driven organization that serves its people"

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

The prospective service provider is to partner with the municipality to train twenty five (25) SMME's:

No.	Place	No. of SMME's	Duration	Time factor
1.	Molemole West	Fifteen (15)	1 week (Mon to Fri)	8h00 to 16h00
2.	Molemole East	Ten (10)	1 Week (Mon to Fri)	08h00 to 16h00

The training will cover the following aspects:

- Financial Management
- Occupational Health and Safety
- Marketing Management
- Strategic leadership
- Computer (Microsoft Word, Power point and Excel)
- Advanced Project Management
- Advanced Programme Management
- Business management model
- How to develop bankable and credible business plans and proposals

**6.The contracted service provider should adhere to the following deliverables of the programme**

- Designing of learning material for trainees.
- Design monitoring and evaluation tools/templates of SMME's
- Develop trainee support materials in line with the leaning areas.
- Keeping of the attendance register and trainee attendance monitoring.
- Conducting continuous assessment of learner portfolios.
- Partnership recruitment strategy
- Compile closing report for the training after completion of the project

**7. Project Governance and Oversight**

**The Municipality will contract a Service Provider to execute the scope of work for the entire activities of the project.**

The project will be monitored as follows:

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- Meetings will also be scheduled to report to the LED office on the progress of the project.
- The project will be monitored against the project objectives, signed service level agreements and project management standards through our quality assurance programme guide.

The project manager will ensure that project implementation adheres to the

following:

- Project objectives
- Time frames
- Allocated budget
- Total management

**8. The following documentation should accompany your quotations:**


- Company registration certificate
- A valid original Tax clearance certificate
- A certified BBB-EE certificate
- CSD registration summary report
- Company profile
- Completed declaration form
- Complete SDB 9 (Certificate of independent bid determination)

**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 , if applicable
- Incomplete quotations will be disqualified
- 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 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to **Mr. Makgoka F.C.M at 015 501 2333** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **13<sup>th</sup> September 2016 at 11:00**, clearly marked "**SMMEE's Training**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

  
**Mr. MAKHURA NI**  
**MUNICIPAL MANAGER**

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