

**HEAD OFFICE**

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Molemole Municipality

**MOREBENG BRANCH OFFICE**

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Ralephenya T. D**

**Ref: LED&P-011-2020/21**

**09 September 2020**

**REQUEST FOR QUOTATION**

Molemole municipality is hereby inviting quotations from service providers who are registered on CSD to provide monitoring and evaluation services of farmers according to the specification below.

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

Item	Description	Duration of the project	Unit Price	Total Amount
1.	<ul style="list-style-type: none"> <li>▪ Develop costed proposal to provide monitoring and evaluation of farmers of 40 farmers</li> <li>▪ Conduct farmers skills audit for this project</li> <li>▪ Develop activity plan for the project</li> <li>▪ Generate agricultural skills development programme</li> <li>▪ Develop practical training modules for the farmers</li> <li>▪ Develop intensive farmer support programme</li> <li>▪ Conduct agricultural stakeholders engagement and management sessions</li> <li>▪ Generate the monitoring and evaluation processes</li> <li>▪ Designing and producing 40x M&amp;E material for farmers</li> <li>▪ Conduct monthly monitoring and evaluation of 40 famers</li> <li>▪ Generate 40 x accredited certificates of participation for farmers</li> <li>▪ Compile a detailed closing report.</li> <li>▪ Develop tracking tool for assessing impact of the project for monitoring of farmers.</li> </ul>	<b>09 Months:</b>  <b>Molemole Municipal Wide</b>		
<b>Subtotal (Excluding Vat)</b>				
<b>Vat at 15% (if Vat registered)</b>				
<b>Grand total</b>				
<b>(Including Vat)</b>				

**1. THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY 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) Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

**2. 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 preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017
- f) 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;

**3. EVALUATION CRITERIA: FUNCTIONALITY**

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

Criteria	Weight	Applicable Values
<b>Company Experience</b>	<b>35</b>	
<ul style="list-style-type: none"> <li>▪ Minimum 3 of years' experience in any discipline of agricultural field, skills development, training, M&amp;E and providing mentorship to farmers. Attach at least 2x relevant orders/appointment letters.</li> <li>▪ Attach Company profile</li> </ul>		<b>Poor = 1</b> <b>Average = 2</b> <b>Good = 3</b>
<b>Qualifications</b>	<b>30</b>	
<ul style="list-style-type: none"> <li>▪ Detailed CV and certified copies of qualifications of 2x team members,</li> <li>- For Project Manager: Bsc/B-Tech. Degree in agriculture plus certificate in Project Management/Monitoring and Evaluation.</li> <li>- For assistant Project Manager: National Diploma Crop production</li> </ul>		<b>Very Good = 4</b> <b>Excellent = 5</b>
<b>Credibility and Accreditation</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>▪ Credible track record of project management, M&amp;E and providing mentorship to farmers (Attach minimum of 2x signed testimonials on client's letter head).</li> </ul>		
<b>Total Functionality Score</b>	<b>85</b>	

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 **16 September 2020** at 11:00, clearly marked "**PROVISION OF MONITORING AND EVALUATION SERVICES**".

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

  
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**MOSENA M.L**  
**MUNICIPAL MANAGER**  
**LED&P-011-2020/21**