

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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www.molemole.gov.za

Ralephenya T.D

ALL CORRESPONDENCE TO BE ADDRESSED TO THE

LED&P-013/2022/23

Date: 21 October 2022

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL DATABASE FOR RENDERING PROFESSIONAL SERVICES FOR THE FACILITATION OF STRATEGIC PLANNING SESSION ON REVIEW OF IDP ANALYSIS PHASE FOR THE 2023/2024 FINANCIAL YEAR.

Phase No.	Description	Quantity	Total Price
1.	Facilitation of the strategic planning session for three consecutive days		
	Day one	20 delegates	
	Day two	55 delegates	
	Day three	87 delegates	
	Day four	87 delegates	
2.	Municipal profile & status quo analysis	1	
3.	Assessment and analysis of current IDP objectives, vision and mission	1	
4.	Research & deep dive diagnostics	1	
5.	Development of diagnostic report	1	
Subtotal (Excluding Vat)			
Vat 15%			
Total (Vat Inclusive)			

Vision: A developmental people driven organization that serves its people

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

1. 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. Valid Tax compliance status pin
- 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. Certified Copy of registration certificate with South African Council For Planners as a Professional Planner.
- e. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- f. Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

Stage 1: Evaluation on functionality.

Under functionality, Bidders must achieve a minimum of 80% ((rounded to the nearest decimal point)) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified.

NB: Only the combined Price & BBBEE points will determine the highest point scoring bidder to be awarded the contract.

Criteria	Weights	Applicable values
COMPANY EXPERIENCE Proof of experience in strategic planning and strategic policy documents formulation.	30	
KEY PERSONEL 1x Town Planner Attach detailed CV indicating a Minimum of three (3) in Urban Design, strategic planning and policy formulation <ul style="list-style-type: none"> ▪ Certified Copy of Diploma or higher qualification in Town/Urban and Regional Planning. 	20	Poor = 1 Average = 2 Good = 3 Very good = 4

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1x Civil Engineer <ul style="list-style-type: none"> ▪ Attach detailed CV indicating a Minimum of three (3) years' experience in policy Formulation and implementation of civil related projects in a public sector. ▪ Certified Copy of Diploma or higher qualification in Civil Engineering. 	20	Excellent = 5
1x Environmental Specialist <ul style="list-style-type: none"> • Attach detailed CV indicating a Minimum of three (3) years' experience in Policy Formulation and implementation of environmental related projects in a public sector. • Certified Copy of Diploma or higher qualification in Environmental Sciences 	20	
FORMAL METHODOLOGY/ PROJECT PLAN <ul style="list-style-type: none"> • Work schedule with clear key deliverables 	10	
Total functionality Score	100	

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;

Kindly direct all technical enquiries to **Mr. Mashotja MF** at **015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **28 OCTOBER 2022 at 11h00**, clearly marked "**FACILITATION OF STRATEGIC PLANNING SESSION**" No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



ZULU KCW
ACTING MUNICIPAL MANAGER

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