

HEAD OFFICE

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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: FIN: 8/1/13

10th June 2020

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE TRAINING OF THE MUNICIPAL FINANCE INTERNS & FINANCE OFFICIALS ON THE PREPARATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS PROCESS REQUIREMENTS AND AUDIT PROCEDURES.

The following documentation should be attached to the quotations:

- a) Central Supplier Database (CSD) summary report (last verified between the date of advert and the closing date)
- b) A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
- c) A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
- d) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- e) Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference point).
- f) Accreditation with LG SETA and AT(SA) on Local Government Accounting.

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation

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

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

Stage 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 BBBEE).

| Criteria | Weights | Applicable values |
|--|----------------|---------------------------|
| Proof of relevant experience by the bidding company in providing training in Local Government, Provincial, national department or any other government entity. Attach a minimum of one (1) and a maximum of ten (10) appointment letters/Orders with contactable references on Client's company letterhead. Attach a maximum of 10 projects only | 50 | Average = 2 |
| Unit standard requirements-119348-Application of the selected GRAP (General Recognised Accounting Practices) to period Accounting reporting process – NQF Level 5 – Credits 12. Attached a proof of Accreditation Certificates. | 20 | Good = 3 Very good = 4 |
| Facilitator should be a Chartered Accountant with more than five years of facilitation experience. Attach a detailed Curriculum Vitae with all relevant certified supporting documents. | 20 | Excellent = 5 |
| Assessor and Moderator should be registered with LG SETA. Attach a detailed Curriculum Vitae with all relevant certified supporting documents. | 10 | |
| Total | 100 | |

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 affected within 30 days 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. Nkalanga AS** at 015 501 2360/17 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **17th June 2020** at 11h00, clearly marked **"TRAINING OF THE MUNICIPAL FINANCE INTERNS & FINANCE OFFICIALS ON THE PREPARATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS PROCESS REQUIREMENTS AND AUDIT PROCEDURES."**

"No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mr. Mosena M.L

Municipal Manager

Ref-FIN: 8/1/13

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