

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Vivirers Street
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:LED&P-03**

16 November 2015

Molemole municipality is hereby inviting proposals from prospective service providers who are listed in the MLM's database to manage youth in Agriculture programme.

1. BACKGROUND INFORMATION

- Formal proposal responding to this request should be accompanied by proof of similar work done (experience) by the service provider. The proposal should indicate how the service provider will undertake the scope of work indicating a work breakdown structure, timeframes and corresponding budgets.
- Full specification for the project is available from LEDP&P office (Makgoka FCM – 015 5012352).

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 day 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. Makgoka FCM at **015 501 2352** between **08:00** and **16:30**. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **23 November 2015 at 12:00**, clearly marked "**Programme manager for youth in Agriculture programme**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

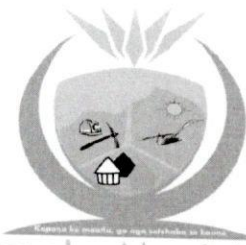

Mr. Makhura N.I
MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

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

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Enquiries: F.C.M Makgoka

Ref: 8/1/1:LED&P-03

16 November 2015

Specification for Molemole Youth In Agriculture Programme

1. Purpose

The main purpose of the project is to appoint prospective service provider to manage the unemployed graduates programme which is agriculture orientated.

2. Background

Molemole municipality through Local Economic Development and Planning Department introduced the programme during the financial year 2012/2013 through the Integrated Development Plan (IDP). The programme is continuing even this financial year, 2015/2016 wherein unemployed graduates possessing qualifications in agriculture will be appointed and placed at the farms.

In terms of the 2015/2016 financial year, municipality has a plan to appoint five (5) graduates to be placed at the farms, this will bring a total number of graduates to thirteen (13). The appointment and placement of successful graduates will take place during the third quarter (January – March 2016)

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3. Scope of work

Appointment of a service provider to generate a proposal to manage the programme and even source additional funds to run and sustain the programme

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

- Designing of an experiential learning programme for the period.
- Design Onsite Support/monitoring and evaluation tools/templates
- Acquire learner support materials in line with the programme.
- Training of mentors on the prescribed processes of mentorship
- Onsite Support/monitoring and evaluation
- Keeping of the attendance Register and Learner attendance monitoring.
- Conducting Continuous assessment of learner portfolios.
- Partnership recruitment strategy
- Strategy for sourcing funds
- Compile monthly and quarterly reports
- Hold quarterly meetings with stakeholders

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5. Project Governance and Oversight

The Municipality will contract a Service Provider to manage the entire activities of the project.

The project will be monitored as follows:

- The monitoring tools will be developed by the service provider to monitor the progress of the mentors.
- The tool to monitor the project as a whole will be developed according to project objectives.
- Monthly meetings will also be scheduled to report to the steering committee on the progress of the project.
- The project will be monitored against the project objectives, the business plans 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

The Service Provider is expected to conduct regular visits to the sites and present reports during the Project Management meetings.

Project Management meetings will be conducted Monthly to closely monitor the progress of the project. Learner progress and attendance as well as the quality of learning will be reported on. Quarterly meetings will be held with stakeholders to report on the project progress.

6. Requirements

- Company registration certificate
- A valid original Tax clearance certificate
- A valid BBB-EE certificate
- Company profile and experience on related work
- Completed declaration form

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