

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote N.J

Reference: 8/1/1 CPS-06

11 March 2016

Molemole municipality is hereby inviting proposals / quotations from prospective service providers for the training on the following unit standards programmes

- a) Microsoft Excel
- |              |                |
|--------------|----------------|
| Beginner     | - 9 delegates  |
| Intermediate | - 10 delegates |
| Advanced     | - 3 delegates  |

The module (Unit Standard) must be accredited with LGSETA.

The following documentation should accompany your quotations:

- Company registration certificate
- An original valid Tax clearance certificate
- Completed declaration form (downloadable on municipal website)
- 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;
- Payment will be effected within 30 days of receipt of invoice.

**Evaluation Criteria**

The bid will be evaluated based on:

- Functionality = 70 points, Minimum qualification score=60% or 42 Points.**
  - **Qualification and accreditation = 10 points**  
Detailed CV and at least NQ level 5 Qualification of the facilitator.
  - **Specific matter-experience = 30 Points (10 Points per letter/order)**  
At least 3 order/appointment letters for training in any sector.
  - **Experience- Local Government = 30 points (10 Points per letter/order)**  
At least 3 order/ appointment letters for training in local government.

*N/B: No points will be allocated for functionality where the above documents are not attached.*
- 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.

Vision: A developmental people driven organization that serves its people

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



Kindly direct all technical enquiries to Ms Sepuru KJ at 015 501 0243 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 18 March 2016 at 12:00, clearly marked integrated supply chain management. No quotation will be accepted after the closing date.

Mofemole municipality reserves the right to accept any quotation.

  
**Mr. Makhura N.I**  
**MUNICIPAL MANAGER**

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