

**HEAD OFFICE**

303 Church Street  
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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](http://www.molemole.gov.za)

Enquiries: Ralephenya T.D

Ref: LED&P-8/1/1:02

**03 September 2018**

**Molemole municipality hereby invites quotations from service providers who are registered on CSD to provide project management services for the Youth in Agriculture Programme as per the below specification.**

**1. Bid Specification (Quotations should be on the letter head with layout below):**

Item.	Description	Date & Duration	Unit Price	Total Amount
1.	Provide project management services for Molemole Youth in Agriculture programme, <b>Activities include:</b> Managing 6x graduates placed at two different farms. Acquire learner support materials in line with the programme. Onsite support & monthly monitoring & valuation, generate monthly, quarterly & close up reports, design experiential learning programme, training of mentors on the prescribed processes of mentorship, conduct continuous assessment of graduates portfolios. Develop farm exposure proposals. Generate proposal to source funds for the programme. Develop proposal to stakeholders for accessing land for graduates.	01 October 2018 – 31 May 2019)  8 Months		
<b>Subtotal [Excluding Vat]</b>				
<b>Vat at 15% [if Vat registered]</b>				
<b>Grand total [Including Vat]</b>				

**2. The following documentation should accompany your quotations:**

- a) Proof of registration on Central Supplier Database [Last verified between the [date of advert and the closing date]
- b) An original or certified copy of valid B-BBEE certificate
- c) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- d) Fully signed and completed MBD9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully Signed and completed Declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

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

**3. 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 , if applicable
- Incomplete quotations will be disqualified
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. 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.
- The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof;

**4. Evaluation Criteria: Functionality**

- Bidders must achieve a minimum of 75% functionality to be considered for further evaluation in Stage 2 (Evaluation on Price and BBBEE). Bidders that score less than minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable Values
<b>Company Experience</b>		
Credible and relevant 2 years experience in programme and project management. Submit at least 2x appointment letters/orders, Attach company profile	20	Poor = 1 Average = 2
<b>Qualifications</b>		20
Detailed CV's and certified copies of qualifications of at least 2x team members. Team leader should be in possession of Masters Degree in Agriculture or equivalent qualification, plus a certified copy of certificate in project management Team assistant should possess National Diploma in Agriculture.		Good = 3 Very Good = 4 Excellent = 5
<b>Accreditation</b>		10
The Entity must BE <b>Agri Seta</b> accredited.		
<b>Total Functionality Score</b>		50

Kindly direct all technical enquiries to Mr. F.C.M Makgoka at 015 501 0243 between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 10<sup>th</sup> of September 2018 at 11:00, clearly marked "**PROJECT MANAGEMENT FOR YOUTH IN AGRICULTURE PROGRAMME**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

  
**Mosena M.L**  
**Municipal Manager**

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