

**HEAD OFFICE**

303 Church Street  
 Private Bag X 44  
 MOGWADI 0715  
 Telephone: (015) 501 0243/4  
 Fax no : (015) 501 0419  
 E-mail: info@molemole.gov.za

**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](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Magongwa K**

**Reference: 8/1/1: CPS-SD003**

**11 March 2015**

**Molemole municipality is hereby inviting proposals with quotations from prospective service providers for the training on the following programmes.**

**SCOPE**

Description	No. of Delegation
a). Introduction to Basic Computer	15
b). Excel – Intermediate	7
c). Excel - Advanced	3
d). Excel - Basic	5

- **The module (Unit Standard) must be accredited with the relevant SETAs.**
- **The training facilities for the programs be included in the quotation.**

**The following documentation should accompany the quotation**

- a) Company registration certificate
- b) Company profile with relevant experience and contactable references
- c) Valid Original Tax clearance
- d) Original or certified copy of BBB-EE certificate
- e) Certified copy of municipal accounts
- f) Declaration of interest (Downloadable from: [www.molemole.gov.za](http://www.molemole.gov.za))

**The following condition will apply:**

- a) Prices(s) must be firm and be inclusive of VAT (if applicable)
- b) A firm delivery must be indicated
- c) Late applications and faxed/emailed quotations will not be considered
- d) Quotations from bidders who's municipal rates are in arrears for periods exceeding 3 months will not be rejected
- e) Quotations must include all the items specified above and any incomplete quotes will be rejected
- f) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference points as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.
- g) 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.

**Evaluation Criteria**

The bid will be evaluated based on:

- **Functionality = 100 points**

<b>Program facilitator</b> Detailed CV and certified copies of NQF 5 or	Weight = 20 points
--	--------------------

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

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



higher qualification (not more than 3months) ✓ qualification	
<b>Experience in facilitating workshops or similar experience</b> ✓ Attach appointment letters at least two	Weight = 30 points
<b>Accreditation</b> ✓ Facilitator accreditation ✓ Module accreditation ✓ Company accreditation	Weight = 20 points
<b>Experience in facilitation similar workshop in local government</b> ✓ Facilitated similar program to at least two municipalities or related workshop	Weight = 30 points

N/B: Minimum qualifying score is 60% (60 points)

*Application Value System (Functionality)*

- Poor = 1
- Average = 2
- Good = 3
- Very good = 4
- Excellent = 5
- **Preference point system, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to Mrs. Sepuru K at 015 501 0243 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 20 March 2015 at 11:00, clearly marked **Basic, Intermediate and Advanced Computer Literacy**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

  
**Mr. Makhwa 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

