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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Malola M**

**Ref: FIN-8/1/1/05**

**Date: 19 October 2023**

**ADVERT****REQUEST FOR QUOTATION**

Molemole municipality is hereby inviting quotations from service providers who are registered on Central Supplier Database (CSD) to conduct mSCOA Awareness programme for Municipal Officials for two days.

**1. BID SPECIFICATION :**

Description	QTY	Amount
Mscoa Awareness Programme For Municipal Staff For Two Days	80	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

**2. The following documentation should be attached to the quotations:**

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) Tax compliance status pin
- c) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

**Stage 1: Evaluation on Price and Specific Goals**

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 BBEE).

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in Providing MSCOA Training/ Awareness. Attach 5 appointment letters / Orders with contactable references on Client's company letterhead <b>Attach a maximum of 05 projects only</b>	80	Average = 2 Good = 3 Very good = 4
Attach the Certificate of preferred MSCOA trainer (Module 1, 2 & 3) by National Treasury.	20	Excellent = 5
<b>Total</b>	<b>100</b>	

### **Stage 2: Evaluation on Price and Specific Goals**

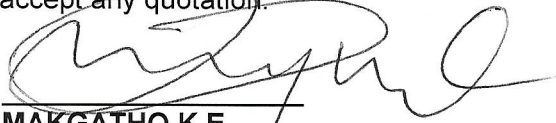
- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

### **The following conditions will apply:**

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- 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 will be for specific goal as per PPPFA of 2022,
- The bidder needs to ensure that there is skills transfer.
- 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 **Wiso P** at **015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the latest **26 October 2023** at 11:00, clearly marked: "**conduct mSCOA Awareness programme for municipal Officials for two days.**" No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



**MAKGATHO K.E**  
**MUNICIPAL MANAGER**  
**FIN-8/1/1/05**