

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



Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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)

Enquiries: Mabote NJ

Ref: LED&P-8/1/1:07

04 April 2018

Molemole municipality is hereby inviting quotations from service providers who are registered on CSD to coordinate and facilitate the staging of annual Molemole career and skills expo according to the specification below.

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

Item	Description	Date, Duration & Venue	Unit Price	Total Amount
1.	<ul style="list-style-type: none"> <li>▪ Develop costed proposal to Coordinate and facilitate annual Molemole Career &amp; Skills Expo.</li> <li>▪ Generate stakeholders recruitment strategy for the expo.</li> <li>▪ Designing and producing branding material for the expo.</li> <li>▪ Secure venue/Marquee to accommodate 1000 people attending the expo.</li> <li>▪ Provide lunch for 1000 people attending expo</li> <li>▪ Develop career and skills expo monitoring and evaluation tools.</li> <li>▪ Secure prominent facilitator and credible prominent speaker for the event.</li> <li>▪ Provide PA system stage, projectors, and 5 x screens for the expo.</li> </ul>	<p><b>One day:</b> <b>21 June 2018</b> <b>Molemole East</b></p>		

<ul style="list-style-type: none"> <li>▪ Generate 25 x certificates for top learners</li> <li>▪ Secure 25 trophies and medals for top learners</li> <li>▪ . Compile a detailed closing report.</li> <li>▪ Develop tool to track to learners post matric</li> </ul>			
<b>Subtotal [Excluding Vat]</b>			
<b>Vat at 14% [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) Fully signed and completed MBD9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za) ]
- d) Fully Signed and completed Declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

**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.

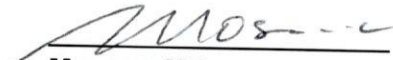
Criteria	Weight	Applicable Values
<b>Company Experience</b>		
<ul style="list-style-type: none"> <li>▪ Minimum 2 of years' experience in career and skills expo coordination and facilitation. Attach at least 2x relevant orders/appointment letters.</li> <li>▪ Attach Company profile</li> </ul>	<b>20</b>	Poor = 1

<b>Qualifications</b>	<b>15</b>	Average = 2
Detailed CV and certified copies of qualifications of 2x team members, (NQ Level 7 and above).		Good = 3
<b>Credibility</b>	<b>15</b>	Very Good = 4
Credible track record of project managing career and skills expo at both private and public sector (Please attach signed testimonials on client's letter head).		Excellent = 5
<b>Total Functionality Score</b>	<b>50</b>	

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 13 April 2018 at 11:00, clearly marked **“COORDINATION AND FACILITATION OF MOLEMOLÉ CAREER AND SKILLS EXPO”**.

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



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

[Ref: LED&P-8/1/1:07]