

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

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

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote

Ref: LED&P-8/1/1:04

24 January 2018

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR RENDERING OF PROFESSIONAL SERVICES FOR THE PREPARATION AND FACILITATION OF STRATEGIC PLANNING SESSION ON THE REVIEW OF THE MUNICIPAL INTEGRATED DEVELOPMENT PLAN FOR 2018/2019 FINANCIAL YEAR FROM THE 22 – 23 FEBRUARY 2018.

1. BID SPECIFICATION [Quotations should be on the company letterhead with the below layout]:

Item no	Description	No of candidates	Unit Price	Total Amount
1.	Facilitation of Strategic Planning Session on the IDP/Budget Review process. Development of a diagnostic report. Assess and analyse the current vision and mission of Molemole Local Municipality as well as the IDP objectives, strategies and key performance indicators and ensure that they conform the SMART principle. Compile a consolidated report of the strategic planning session.	60		
Subtotal [Excluding vat]				
Vat at 14% [if registered for vat]				
Grand Total [including vat]				

2. The following documentation should accompany the quotations to qualify the bidder for evaluation:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) Valid Certified copy of BBBEE certificates (ORIGINAL also accepted)
- c) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

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

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:

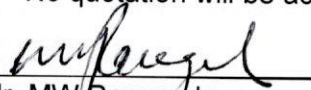
- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and inclusive of VAT (if applicable);
- c) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended;
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e) 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 in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable values
Company Experience		
Please provide 03 copies of appointment letters from clients confirming your company's experience in conducting planning sessions. <i>[N.B. The municipality will contact the clients for reference].</i>	30	Poor = 1
Qualification	10	Average = 2
Detailed CV and certified copies of qualification/s at least NQF level 6 qualification of the facilitator.		Good = 3
Registration	10	Very good = 4
South African Council for the planning profession (SACPLAN)		Excellent = 5
Total functionality Score	50	

- Kindly direct all Technical enquiries to Mr. M.J Morokolo at 015 5012329 between 08H00 to 16H30 during the weekdays. All quotations should be submitted in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest **01 February 2018**, at 11H00, clearly marked "**PREPARATION AND FACILITATION OF STRATEGIC PLANNING SESSION**".
- No quotation will be accepted after the closing date and time


Mr. MW Ramogale
Acting 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