

**HEAD OFFICE**

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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-8/1/1/01**

**03 September 2018**

**Molemole municipality is hereby inviting quotations from service providers who are registered on CSD to carry out the capacity building of Molemole Small Medium Micro Enterprise (SMME's) according to the specification below.**

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

<b>Item No.</b>	<b>Description</b>	<b>Date &amp; Duration</b>	<b>Unit Price</b>	<b>Total Amount</b>
1.	Conduct accredited Training Sessions for twenty (20) SMME's (two representative from each entity) located within the jurisdiction of Molemole Municipality <b>Modules include:</b> Financial Management, Quality assurance, Occupational Health and Safety, Group Dynamics, Strategic leadership, Computer literacy, project Management & programme Management & Advanced usiness management model,	<b>Week 1: Molemole West</b> <b>1-5 October 2018</b> <b>Week 2: Molemole East</b> <b>8 – 12 October 2018</b>		
<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)]

**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, BBEEA 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 BBEE). Bidders that score less than minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable Values
<b>Company Experience</b>		
Minimum 2 years of training in the relevant fields. Attach at least 3x relevant orders/appointment letters. Attach company profile	20	Poor = 1
<b>Qualifications</b>		Average = 2
Detailed CV and certified copies of qualifications of 2x team members. Project Manager: Masters Degree or equivalent qualification Assistance project manager: Bachelor's Degree or equivalent qualification	15	Good = 3
<b>Accreditation</b>		Very Good = 4
Attach certified copies of <b>SETA</b> accreditation certificates	15	Excellent = 5
Additional Certificates: Attach certified copies of moderator and assessor certificates		
<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 RFQ Tender Box by the latest 10<sup>th</sup> of September 2018 at 11:00, clearly marked "**TRAINING SERVICES FOR SMME'S**".

No quotation will be accepted after the closing date.  
Molemole municipality reserves the right to accept any quotation.

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