

HEAD OFFICE

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Telephone: (015) 501 0243/4
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Rooets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: Ralephenya T

Reference: Corp : 8/1/1:26

04 April 2019

MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE LISTED ON CENTRAL SUPPLIER'S DATABASE FOR THE FOLLOWING PROGRAMME:

Re-Advert

1. Reception and Telephone Etiquette

Unit Standard Title	Quantity	NQF Level	Unit Standard ID	Period
Reception and telephone etiquette	08	03	13928	2 days

The following documentation should accompany your quotations:

- 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]
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- Certified COPY BBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- Proof of registration with relevant SETA (e.g. LGSETA)

N.B. Failure to attach the above documents (a, b, d, e & f) will disqualify the bidder from further evaluation.

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;
- Proposal/quotation must indicate the commission fee, period of payback;
- Price (s) must be firm and inclusive of VAT;
- Payment will be effected within 30 days of receipt of invoice.

Vision: A developmental people driven organization that serves its people

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

[Reference: MM 8/1/1:06]

Evaluation Criteria

The bid will be evaluated based on:

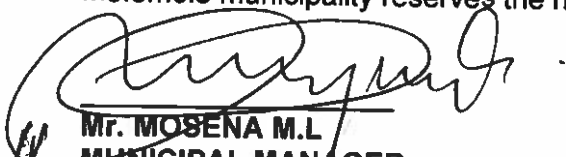
- **Functionality**, bidders must achieve a minimum of 75% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

Registration - Detailed CV(Facilitator), Relevant qualification at NQF level 6, - Accreditation of Unit standards	20 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
Experience on specific matter - Attach at least (3) Orders or appointment letters.	30 points	
Experience-Local Government - Attach at least (2) orders /appointment letters on client's letterhead signed by the Accounting officer/ CFO.	20 points	
TOTAL	70 points	

- **Preference point system**, (80/20). 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.

Kindly direct all technical enquiries to **Mr Mahlake M** at **015 501 2333** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **16 April 2019 at 11:00**, clearly marked the name of the programme. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mr. MOSEÑA M.L
MUNICIPAL MANAGER
 Corp: 8/1/1:26

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