

HEAD OFFICE

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-MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4334
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www.molemole.gov.za

+ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya TD

Ref: FIN: 8/1/1/15

26 May 2021

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR TRAINING OF MUNICIPAL FINANCE OFFICIALS ON FINANCIAL REPORTING SCHEDULE USING ADVANCED EXCEL MODULE (END USER COMPUTING)

1. 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) The Master Registration Number or tax compliance status pin [or a valid copy of tax clearance certificate]
- c) A certified copy of valid BBEE certificate (Original also accepted)
- d) Proof of accreditation with MICTSETA, standard number ID 49077
- e) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- f) 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.

2. The following conditions will apply:

- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- c) The appointed bidder will be bound by the submitted methodology as required under Functionality below;
- d) Failure to deliver within the 30 days may result in the municipality cancelling the order;
- g) 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 BBEE regulations. Attach Valid Certified copy of BBEE certificates (ORIGINAL also accepted)
- e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation;

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- f) The appointed service provider must attach the latest bank confirmation letter together with the invoice.
- g) 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;
3. **BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout:

| Description | Amount |
|---|--------|
| TRAINING OF MUNICIPAL FINANCE OFFICIALS ON FINANCIAL REPORTING SCHEDULE USING ADVANCED EXCEL MODULE (END USER COMPUTING) | |
| Subtotal | |
| VAT @ 15% | |
| Total cost (including VAT) | |

Stage 1: Evaluation on functionality

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 BBBEE).

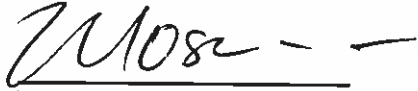
| Criteria | Weights | Applicable values |
|---|------------|-------------------------------------|
| Proof of RELEVANT experience by the bidding company in end user computing training. Attach appointment letters with contactable references on Client's company letterhead Attach a maximum of 03 projects only | 90 | Poor = 1 Average = 2 Good = 3 |
| FACILITATOR A registered qualified chartered accountant (CA) SA with at least a minimum number of 5 years in municipal environment (Attach the curriculum vitae and qualifications) | 10 | Very good = 4 Excellent = 5 |
| Total functionality score | 100 | |

Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified from further bid evaluations

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- Kindly direct all Technical enquiries to **MR AS Nkalanga** at **015 501 2317** 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 **2 June 2021**, at 11H00am, clearly marked **"TRAINING OF MUNICIPAL FINANCE OFFICIALS ON ADVANCED EXCEL (END USER COMPUTING)"**
- No quotation will be accepted after the closing date and time



Mr. MOSENA ML
MUNICIPAL MANAGER

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