

HEAD OFFICE

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 MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

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 MOREBENG 0810
 Telephone : (015) 501 2371
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www.molemole.gov.za

Enquiries: Ralephenya T

Reference: Corp 8/1/15

01 October 2018

ADVERT

MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER'S DATABASE FOR WORKSHOP ON MANAGING AND LEAD HUMAN RESOURCES IN THE WORKPLACE (NQF LEVEL 4-5)

Workshop	Quantity	Period
Manage and lead Human Resources in the Workplace (NQF Level 4-5)	12	2 Days

The following documentation should accompany your quotations:

- Proof of registration on Central Supplier Database [Last verified between the advert date and the closing date] detailing all compliance requirements of the company;
- The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]
- 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]
- Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- Proof of registration with relevant SETA (e.g. LGSETA)

N.B. Failure to attach the above documents 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 8/1/15]

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.


Criteria	Weight	Applicable Value System
Registration <ul style="list-style-type: none"> - Company Profile and a Detailed CV(Facilitator), Relevant qualification at NQF level 6, - Accreditation of Unit standards of Facilitator. 	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 <ul style="list-style-type: none"> - Attach at least (3) relevant letters/ proof of appointment. 	30 points	
Experience-Local Government <ul style="list-style-type: none"> - Attach at least two (2) relevant letter/proof of appointment. 	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 **Ms Sepuru K** at **015 501 2348** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **08 October 2018 at 11:00**, clearly marked "**MANAGE AND LEAD HUMAN RESOURCES IN THE WORKPLACE**". No quotation will be accepted after the closing date.

NB: Those who have previously submitted must resubmit

Molemole municipality reserves the right to accept any quotation.


Mr. MOSENA M.L
MUNICIPAL MANAGER
 Ref: Corp 8/1/15

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