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**Molemole Municipality**

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**Enquiries: Ralephenya T**

**Reference: Corp 8/1/16**

**01 October 2018**

**ADVERT**

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER'S DATABASE FOR WORKSHOP ON THE PRINCIPLES OF KNOWLEDGE MANAGEMENT TO LOCAL GOVERNMENT / PUBLIC SECTOR ADMINISTRATION (NQF LEVEL 4-5)**

<b>Workshop</b>	<b>Quantity</b>	<b>Period</b>
<b>The Principles of knowledge management to Local Government / Public Sector administration (NQF Level 4-5)</b>	<b>12</b>	<b>2 Days</b>

**The following documentation should accompany your quotations:**

- a) Proof of registration on Central Supplier Database [Last verified between the advert date and the closing date] detailing all compliance requirements of the company;
- b) The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]
- c) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) 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)
- f) 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:**

- a) Quotation must be on an official letterhead of the company;
- b) Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;

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

**[Reference: MM 8/1/16]**

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

### 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 BBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

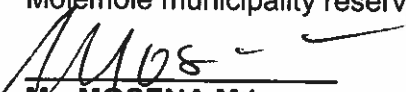
Criteria	Weight	Applicable Value System
Registration - Detailed CV(Facilitator), Relevant qualification at NQF level 6, - Accreditation of Unit standards	20 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
Experience on specific matter - Attach at least (3) relevant letters/ proof of appointment	30 points	
Experience-Local Government - Attach at least two (2) relevant letter/proof of appointment.	20 points	
<b>TOTAL</b>	<b>70 points</b>	

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

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 "**THE PRINCIPLES OF KNOWLEDGE MANAGEMENT TO LOCAL GOVERNMENT / PUBLIC SECTOR ADMINISTRATION**". 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 8/1/1:06

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