

HEAD OFFICE

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Molemole Municipality

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

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya TD

Ref: FIN: 8/1/1/1

05 November 2021

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR TRAINING OF MUNICIPAL FINANCE OFFICIALS IN PREPARATION AND ANALYSIS OF MUNICIPAL FINANCIAL REPORT AND THE IMPLEMENTATION OF MUNICIPAL SUPPLY CHAIN MANAGEMENT

1. BID SPECIFICATION:

Description	Amount
TRAINING OF 30 MUNICIPAL FINANCE OFFICIALS IN PREPARATION AND ANALYSIS OF MUNICIPAL FINANCIAL REPORT AND THE IMPLEMENTATION OF MUNICIPAL SUPPLY CHAIN MANAGEMENT	
Subtotal	
VAT @ 15%	
Total cost (including VAT)	

2. The following documentation should accompany the quotations to qualify the bidder for evaluation:

- a) The recent up-to-date central supplier database (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
- c) 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)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- f) Proof of accreditation with AT(SA) and LGSETA, standard number ID 116353 AND 116363
- g) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- h) 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.

Vision: A developmental people driven organization that serves its people

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

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The following conditions will apply:

- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be effected within 30days of receipt of invoice.
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017.
- f) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

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 experience by the bidding company in financial management and Supply Chain Management training in municipal environment. Attach appointment letters with contactable references on Client's company letterhead Attach a maximum of 05 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	

- 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 **12 November 2021**, at **11H00am**, clearly marked "**TRAINING OF MUNICIPAL FINANCE OFFICIALS**"
- No quotation will be accepted after the closing date and time



Mr. MOSENA ML
MUNICIPAL MANAGER
REF: FIN: 8/1/1/1
Date:

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