

HEAD OFFICE

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MOGWADI 0715
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ALL CORRESPONDENCE TO BE ADDRESSED TO THE

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2301 / (015) 501 2371
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www.molemole.gov.za

Ralephenya T.D

LED&P- LED&P-8/1/1/04

DATE: 06 SEPTEMBER 2024

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM CREDIBLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL DATABASE TO IMPLEMENT MOLEMOLE CAREER AND SKILLS EXPO.

Scope of work

- To coordinate and facilitate the staging of annual Molemole career and skills expo according to the specification below:

Bid Specification

Item	Description	Duration	Unit Price	Total Amount
	<ul style="list-style-type: none"> Coordination and facilitation of staging the annual Molemole Career & Skills Expo. Secure services from Local/Community Radio station Official invitations, leaflets and pamphlets for the event. Strategy for recruiting possible partners to participate and support the career expo. Designing and producing branding material for the expo. Secure venue for the event (700 capacity) Develop career expo monitoring and evaluation tools/templates. Avail the facilitator and prominent speaker for the event. Provide PA system stage, projectors and 12/10 Marquee Compile a detailed closing report. Develop a tool to learners tracking matrix/system Catering/lunch for 400 learners Secure 5x 65 seater buses for learners (Sekgosese Central circuit High schools) 	One (1) day:		
Subtotal [Excluding Vat]				
Vat at 15% [if Vat registered]				
Grand total [Including Vat]				

Vision: A developmental people driven organization that serves its people

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

1. The following documentation should be attached to the quotations:

- 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. Valid Tax compliance status pin
- c. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d. Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

Stage 1: Evaluation on functionality.

Under functionality, Bidders must achieve a minimum of 80% (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal). Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified.

NB: Only the combined Price & Specific goal points will determine the highest point scoring bidder to be awarded the contract.

Criteria	Weight	Applicable Values
Company experience	40	
<ul style="list-style-type: none"> ➤ Company Experience in coordination, hosting and facilitation of Career & skills Expo/events/or summits/Indaba or any related event. ➤ Attach 4x appointment letters /purchase orders from any organ of state or private entity. 		
Proposed key personnel	25	
1x Project Manager:		
<ul style="list-style-type: none"> ➤ Attach CV with a minimum of 3 years' experience in marketing, hosting, coordination and facilitation of career related events/summits/indaba. ➤ Attach Certified copies of Bachelors/B-Tech or higher in Marketing. 		
	15	
1x Project Officer:		
<ul style="list-style-type: none"> ➤ Attach CV with a minimum of 2 years' experience in communication field, media space, stakeholders engagements and collaboration ➤ Attach certified copies of National Diploma or higher in Communications or any related Communications Qualification 		
	15	
1x Project Officer:		
<ul style="list-style-type: none"> ➤ Attach CV with a minimum 2 years' experience in any event management field or project and programme management. ➤ Attach certified copies of Diploma of higher in Event Management or higher. 		
	5	
Implementation Methodology	5	
Project approach and Execution:		
<ul style="list-style-type: none"> ➤ Provide the bidder's approach, methodology and also demonstrate the technical expertise and innovation which will be employed for the implementation of the project. 		
Total Points	100	

Poor = 1
Average= 2
Good= 3
Very good= 4
Excellent= 5

N.B. The Municipality reserves the right to verify the authenticity of the attachments relating to the above. Bidders will be disqualified and possible legal action will be taken if it can be found that a Bidder submitted fake documents.

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Stage 2: Evaluation on Price and Specific Goals

- Bidders must attach following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman-ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

2. THE FOLLOWING CONDITIONS WILL APPLY:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- 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.

Kindly direct all technical enquiries to Mr. Makgoka F.C.M at 015 501 2352 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **13 September 2024 at 11h00**, clearly marked **"MOLEMOLE CAREER AND SKILLS EXPO"**

No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


MAKGATHO K.E
MUNICIPAL MANAGER

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