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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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MOREBENG 0810
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www.molemole.gov.za

Ralephenya T.D

LED&P-007-2026/2027

Date: 04 September 2026

ADVERT

REQUEST FOR QUOTATION

MOLEMOL LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL SUPPLIER DATABASE TO IMPLEMENT MOLEMOL 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 (Quotations should be on the company's letter head with layout below:

Item	Description	Duration	Unit Price	Total Amount
	- Coordination and facilitation of staging the annual Molemole Career & Skills Expo. - 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 (800 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 - Develop a tool to learners tracking matrix/system - Catering/lunch for 500 learners - Secure 5x 65 seater buses for learners (Bochum East Circuit) - Compile a detailed closing report. - Procure 20, 5x6m Gazebos - Procure Certificates, Trophies and Medals for top learners (20 for each) - Arrange Youtube Livestream of the event	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:

- 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**]
- Valid Tax Compliance status pin
- 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]

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 Specific Goals). Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified.

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

Criteria	Weight	Applicable Values
Company experience	35	
Experience in coordination, hosting and facilitation of Career & skills Expo/events/or summits/Indaba or any related event. Attach 3x appointment letters /purchase orders from any organ of state or private entity.		
Proposed key personnel	25	
1x Project Manager: Attach CV with a minimum of 3 years' experience in marketing, hosting, coordination and facilitation of career related events/summits/indaba Attach a certified copies of NQF Level 7 qualification or higher in Marketing Field.		
	15	
1x Project Coordinator: Attach CV with a minimum of 2 years' experience in communication field, media space, stakeholder's engagements and collaboration. Certified copies of NQF Level 6 or higher qualification in Communications and/or any related Communications Qualification.		
	15	
1x Project Officer: Attach CV with a minimum of 2 years' experience in any event management field or project and programme management. Attach a certified copies of qualifications: NQF Level 6 or higher qualification in Event Management field.		
	10	
Implementation Methodology	10	
Project approach and Execution: 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

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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.

Stage 2: Evaluation on Price and Specific Goals

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

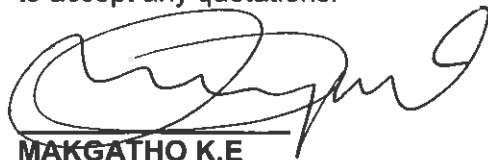
Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorate will apply)	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years) ownership of 51% and above (less than 51% prorate will apply)	Identification Document	5

The following conditions will apply:

- a) **Bidders Must complete ANNEX C**
- b) Quotations must be on an official letterhead of the company
- c) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- d) Incomplete quotations will be disqualified from further evaluation
- e) Payment will be effected within 30 days of receipt of invoice.
- f) 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,
- g) The bidder needs to ensure that there is skills transfer.
- h) 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 **11 September 2026 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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ANNEX A



SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

[N.B. COMPULSORY: TO BE USED FOR EVALUATION PURPOSES]

Provide the following information on relevant previous experience. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract.

Give a maximum of two (02) names and telephone numbers and e-mail address per reference. Please provide latest contact details.

CLIENT NAME AND PLACE WHERE PROJECT WAS IMPLEMENTED	TEL NO & EMAIL ADDRESS	DESCRIPTION OF WORK	CONTRACT VALUE (R)	DURATION CONTRACT PERIOD

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