

HEAD OFFICE

303 Church Street
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MOGWADI 0715
Telephone : (015) 501 0243/4
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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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

Enquiries: Ralephenya T.D

Reference: FIN: 8/1/10

16 May 2025

Request for quotation from service providers registered on central supplier database (CSD) to provide WORKSHOP ON MSCOA CIRCULAR UPDATES AND TREATMENT OF OPENING BALANCES FOR FINANCE OFFICIALS.

1. Specification

Description	QTY	Amount
MSCOA CIRCULAR UPDATES AND TREATMENT OF OPENING BALANCES WORKSHOP	22	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

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
- Certified MSCOA preferred trainer recognition letter by National Treasury
- 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]

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.

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).

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in Providing MSCOA Training/ Awareness/Workshops. Attach 5 appointment letters / Orders with contactable references on Client's company letterhead Attach a maximum of 05 projects only	80	Average = 2 Good = 3 Very good = 4
Total	100	Excellent = 5

Stage 2: Evaluation of Price and Specific Goals

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) registration document	5
People with Disability	Medical Certificate Indicating Disability	5
Youth (18 – 34 years old)	Identification document	5

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;

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Kindly direct all technical enquiries to **Wiso P at 015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **23 May 2025 at 11h00**, clearly marked **"WORKSHOP ON MSCOA CIRCULAR UPDATES AND TREATMENT OF OPENING BALANCES FOR FINANCE OFFICIALS."**

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



K.E MAKGATHO
MUNICIPAL MANAGER
FIN: 8/1/1/10

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