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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](http://www.molemole.gov.za)

Enquiries: **Ralephenya T.D**

Reference: **FIN: 8/1/1/11**

Date: **13 January 2026**

## REQUEST FOR QUOTATION

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) TO PROVIDE MSCOA TRAINING FOR MUNICIPAL OFFICIALS FOR TWO DAYS**

### 1. Specification

Description	QTY	Unit Price	Total Price
Attendance/ Training fee	20		
Training manuals	20		
<b>Subtotal</b>			
<b>V.A.T @ 15 %</b>		-	
<b>Total cost (Including V.A.T)</b>			

### 2. 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](http://www.molemole.gov.za)]
- d) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://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.**

### 3. 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 Goal).

Criteria	Weights	Applicable values
Company experience in Providing MSCOA Training/ Awareness. Attach 5 appointment letters / Orders with contactable references on Client's company letterhead <b>Attach a maximum of 05 projects only</b>	70	Poor = 1 Average = 2 Good = 3
Attach the MSCOA module 1,2 and 3 trainer Certificate by National Treasury	30	Very good = 4
<b>Total</b>	<b>100</b>	Excellent = 5

### 4. Stage 2: Evaluation of Price and Specific Goals

Preference Points for specific Goals	Means of Verification	Point
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority with the same address as the address on the CSD.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorata 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% prorata will apply)	Identification Document	5

### 5. 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 30 days 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 specific goal as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.

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- g) 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 **Ms. Wiso P M** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **20 January 2026 at 11h00**, clearly marked "**MSCOA TRAINING**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**Mr. MAKGATHO K.E**

**MUNICIPAL MANAGER**

**FIN: 8/1/11**

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