

HEAD OFFICE

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 MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
 MOREBENG 0810
 Telephone : (015) 501 2371
 Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T

Reference: Corp: 8/1/1/09

02 May 2024

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE LISTED ON CENTRAL SUPPLIER'S DATABASE FOR THE FOLLOWING PROGRAMMES:

1. OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE MASTERCLASS

Workshop	Quantity	Period
<p>Molemole municipality is seeking the service of an experienced service provider to help OHS representative with the understanding of the OHS Act and more importantly sections of the Act pertaining to the representative and their functions.</p> <p>The two day masterclass should cover the duties and functions, introduction to incident investigations and hazard identification risk assessment.</p> <p>Practical demonstration on conducting walkabout with a check sheet on a controlled environment to assess the workplace for any health and safety related concerns and non-conformances.</p>	14	2 day

The following documentation should accompany your quotations:

- The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- 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]
- Proof of registration with any relevant SETA

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

4. 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
Proof of relevant experience in training in Public sector by the bidding company Attach 5 appointment letters/Orders on the client's letterhead Attach a maximum of 05 projects only	60	Average = 2 Good = 3
Registration - Detailed CV of the Facilitator and a Certified Relevant qualification at NQF level 7	40	Very good = 4 Excellent = 5
Total	100	

5. Stage 3: Evaluation on Price and Specific Goals

- Bidders must attach the 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

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 bidder needs to ensure that there is skills transfer.
- 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 Mahlake M** at **015 501 2333** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **09 May 2024 at 11:00**, clearly marked the name of the programme. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mr. MAKGATHO K.E
MUNICIPAL MANAGER

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