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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: FIN: 2026/27/03

Date: 08 October 2026

**ADVERT
REQUEST FOR QUOTATION**

MOLEMOLÉ LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL SUPPLIER DATABASE FOR A TWO DAY TRAINING ON STANDARD OPERATING PROCEDURES OF ASSET MANAGEMENT AND A REFRESHER PROGRAMME ON RELATED GRAP STANDARDS:

1. Specification

Description	QTY	Amount
Day 1: Training on Standard Operation Procedures of Asset Management in a municipal context. Target Audience – Non-Financial audience: a) Senior Management b) Divisional Managers c) Supervisors	25	
Day 2: Refresher training on GRAP related standards Target Audience: Finance Staff	10	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

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]

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

2. Functionality

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
Company Experience : Proof of relevant experience by the bidding company in training in financial management related topics in the public sector. Attach four (4) appointment letters/Orders with contactable references on Client's company letterhead.	60	Poor = 1 Average = 2 Good = 3
Facilitator: - Attach detailed Curriculum Vitae indicating a minimum of 5 years' experience in public sector training. - Attach a certified copy of NQF level 7 in Accounting. - Attach a certified copy of SAICA membership.	40	Very good = 4 Excellent = 5
Total	100	

3. Stage 3: Evaluation on Price and Specific Goals

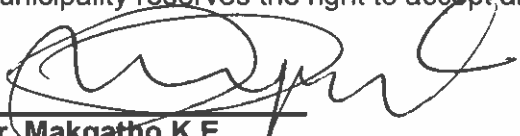
- Bidders must attach following supporting documents to claim points. Failure to attach the valid documents shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

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 with the same address as the address on the CSD.	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

4. The following conditions will apply:

- a) Bidders must complete the attached ANNEX A.
- b) Sub-Contracting references/appointment letters & clients testimonial are not acceptable. Only direct appointments shall be accepted.
- c) Quotations must be on an official letterhead of the company
- d) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- e) Incomplete quotations will be disqualified from further evaluation
- f) Payment will be effected within 30 days of receipt of invoice.
- g) 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,
- h) The bidder needs to ensure that there is skills transfer.
- i) 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 Malola M** at **015 501 2355/71** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **15 October 2026 at 11h00**, clearly marked "**ASSET MANAGEMENT**". No quotations would be accepted after the closing date. Molemole municipality reserves the right to accept any quotations



Mr. Makgatho K.E
MUNICIPAL MANAGER
FIN: 2026/27/03