

HEAD OFFICE

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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: Led&P: 8/1/1/07

20 January 2025

REQUEST FOR QUOTATION

MOLEMOL MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM SUITABLE SERVICE PROVIDERS TO IMPLEMENT CAPACITY BUILDING SESSION AND PROFILING FOR THIRTY (30) SMME'S

The actual scope will cover all the activities attached to implementation of the project.

No	Activity	Description	Quantity	Total Price
1.	Audit and screening	Conduct audit & screening of Molemole East SMME's	15	
2.	Audit and screening	Conduct audit & screening of Molemole West SMME's	15	
3.	Empowerment Session for SMME's – including 6x officials	Conduct workshop - Molemole East: session material, catering, venue, and invitations, PA system, camera & video recorder.	21	
4.	Empowerment Session for SMME's – including 6x officials	Conduct workshop - Molemole West: session material, catering, venue, and invitations, PA system, camera & video recorder.	21	
5.	Profiling of SMME's	Profiling for Molemole East: Botlokwa & Morebeng-conduct interviews, record proceedings, camera & video recorder for all the business activities.	15	
6.	Profiling of SMME's	Profiling for Molemole West: Mogwadi, Mohodi, Madikana, Maponto & Overdyk, Phaudi-conduct interviews, record proceedings, camera & video recorder for all the business activities.	15	

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Mission: To provide essential and sustainable services in an efficient and effective manner.

7.	Develop outcome impact report and link for profiles	<ul style="list-style-type: none"> ▪ 100 bounded full color hard copy report ▪ Generate link for SMME's profile ▪ Create Municipal SMME's registration/interaction link 	100	
8.	Printing of certificates	Print certificates of attendance graphic design, emblem embedded certificates, printing using parchment paper, framing and packaging.	30	
Subtotal (Excluding Vat)				
Vat @ 15%				
Total (Vat Inclusive)				

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

Stage 1: Evaluation on functionality.

Under functionality, Bidders must achieve a minimum of 80% (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). Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified.

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

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CRITERIA	WEIGHT	APPLICABLE VALUES
COMPANY EXPERIENCE	60	
▪ Attach two (02) appointment letters/ purchase orders stating provision of services in one of the following areas: SMME's/Small Business profiling, implementation of workshops/Courses from any organ of state or private entity.		Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
PERSONNEL CAPACITY	30	
▪ 1x Project Manager: A minimum of three (03) years' experience in SMME's/Small Business sector attached to: Business profiling & support programme, workshops or refresher courses implementation. Attach CV and certified copies qualification: National Diploma in Business Management or Higher		
IMPLEMENTATION METHODOLOGY	10	
Project approach: ▪ Provide the bidder's approach on the project implementation		
TOTAL POINTS	100	

Stage 2: Evaluation on Price and Specific Goals

- Bidders must attach 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;

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Kindly direct all technical enquiries to **Mr. Makgoka M** at **015 501 2333** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **"27 January 2025 at 11:00"**, clearly marked **"CAPACITY BUILDING"**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

A handwritten signature in black ink, appearing to be 'Makgatho K.E.', written over a horizontal line.

Mr. MAKGATHO K.E

MUNICIPAL MANAGER

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