

Enquiries: RB Ramohlale

Reference: 8/1/1/15

02 July 2024

## REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR RENDERING OF PROFESSIONAL SERVICES TO CONDUCT A COMPETENCY ASSESSMENT OF CANDIDATES FOR SENIOR MANAGERS' POSITIONS

### 1. The following documentation should accompany the quotation to qualify the bidder for evaluation.

- The recent up to date central supplier database registration (CSD) summary report detailing all compliance requirement: (last Verified date between the **advert date** and the **closing date**)
  - Valid Tax Compliance status Pin
  - A valid confirmation of accreditation or approval to conduct competency assessments
  - Fully signed and completed declaration of interest form (downloadable from [www.molemole.gov.za](http://www.molemole.gov.za))
  - Fully signed and completed MBD 9 Form (downloadable for [www.molemole.gov.za](http://www.molemole.gov.za))
- N.B. Failure to attach the above document will disqualify the bidder from Further Evaluation.

### 2. BID SPECIFICATION (Quotation should be on the company letterhead with the below layout)

Item No	Description	No of Candidates	Unit Price	Total Amount
1.	COGTA approved Competency Assessments in line with Notice 578 583 of Government Gazette 3894637243, 01 July , 2015 and 17 January 2014 Annexure B of Local Government: Municipal System Act (32/2000): Local Government: Regulations on appointment and Condition of employment of Senior Managers	08		
Subtotal (Excluding Vat)				
Vat At 15% (if registered For Vat)				
Grand Total (including Vat)				

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

### 3. Evaluation Criteria: Functionality

Bidders must achieve a minimum of 80% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and specific goals). Bidders that score less than the minimum of 80% will be qualified for further evaluation.

Criteria	Weight	Applicable Values
<b>Company Experience</b>		
Please provide 03 copies of Appointment letters/Purchase Order or Reference letters from Clients confirming your company's experience in conducting COGTA approved Competency assessment. N.B The municipality may contact the clients for verification of attached above letters.	50	Poor = 1 Average = 2  Good = 3  Very Good = 4
<b>Methodology</b>		
Formal Methodology/ Project plan for conducting competency assessment on company letterhead and signed	20	Excellent = 5
Company profile of the Bidder	30	
Total Functionality Score	100	

### 4. Evaluation on 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 Residence from Traditional Authority	5
Woman – Ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) registration document	5
People	Medical Certificate Indicating Disability	5
Youth (18 – 34 )	Identification Document	5

### 5. The following conditions will apply

- Quotations must be on an official letterhead of the company.
- Prices must be firm and inclusive of VAT (if Applicable).
- Quotation will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated to in line with Preferential Procurement Policy framework, 2022 and specific goals regulations as amended.

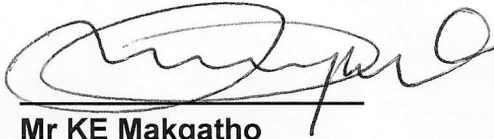
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- d. Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e. The municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof;

Kindly direct Technical Enquires to **Mr. M Manyelo at 015 501 2386 between 08H00 to 16H30** during the weekdays. All quotations should be submitted in the RFQ Tender box situated at Mogwadi Offices 303 Church Street by 09 July 2024 at 11H00, clearly marked Conducting of **COGTA Approved Competency Assessments**. No quotation will be accepted after the closing date and time.



**Mr KE Makgatho**  
**Municipal Manager**  
**REF: CORP/8/1/1/14**

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