

HEAD OFFICE

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 MOGWADI 0715
 Telephone: (015) 501 0243/4
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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

Enquiries: Ralephenya T

Reference: CORP 8/1/1:15

09 May 2023

REQUEST FOR QUOTATION

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

ADVERT**1. Advertisement of 2x senior managers positions on national newspaper**

Advert for senior managers	Size	Period
Placement of Advertisement for Two senior managers positions on national newspaper (In black and White colour)	18 x 3	30 days from the date the advert went out.

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**]
- 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]

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	Weight	Applicable Value System
Experience in placement of the advert on a newspaper - Attach 3 Appointment letters or orders from the client with contactable references.	100 points	Poor = 1 Acceptable = 2 Good = 3 Very Good = 4 Excellent = 5
TOTAL	100	

Vision: A developmental people driven organization that serves its people

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

points

4. 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 **16 May 2023 at 12:00**, 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 KE
MUNICIPAL MANAGER

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