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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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Enquiries: Mabote NJ

Ref: 8/1/1:LEDP-04

05 September 2016

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE PROVISION OF THE MOLEMOLE CAREER AND SKILLS EXPO

1. Purpose

The main purpose of the project is to appoint prospective service provider to coordinate, facilitate and stage the 2016/17 Molemole career and skills expo planned to take place at during third quarter (March 2017) at Mohodi Community Hall.

2. Background

Research has shown that Molemole municipality has one of the lowest number of skilled young people in the province. This can be attributed to a number of reasons including migration of young people to "big" cities. At the same time, there is still a significant number of young people who are still in high school residing in the municipality. In 2013/14 and 2014/15 financial years, Molemole municipality hosted career and skills expo for Bochum East and Sekgoses West circuits respectively. The expo was intended to capacitate the grade twelve learners in issues relating career choices.

3. Rational of the Expo

An expo that includes partners in business, education and government sectors will provide a platform of interaction and knowledge. The expo offers an unequalled opportunity for the grade 12 learners to engage directly with careers and employment experts. The expo will provide youth with information about real jobs and careers now and into the future. It is important that Molemole is able to produce young people who are educated and skilled. Investing in a career expo will create that opportunity and also showcase the wide possibilities available to learners.

This has a potential to reduce the burden of young people who are looking only at public service for work opportunities.

Molemole Municipality is targeting Sekgoses Central Circuit as the potential host for 2015/16 financial year career and skills expo; it is therefore important for the municipality to jointly work with circuit management for the implementation of the project.

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

4. Career Expo highlights

- Specialised areas within the expo that will cater out of school youth
- Speakers Corner, where experts will share their success stories and allow learners and students to interact directly with the speakers.
- Private sector companies will exhibit at the expo where they will provide interactive, edutainment experiences for the learners and further show their commitment to skills development

5. Scope of work

The main purpose of the project is to appoint prospective service provider to coordinate, facilitate and stage the 2016/17 career and skills expo on behalf of the municipality.

6. The contracted service provider should adhere to the following deliverables of the programme (specification)

- Generate an intensive costed proposal covering all the areas pertaining to coordination and staging of the expo.
- Generate official invitations, leaflets and pamphlets for the event
- Develop a strategy for recruiting possible partners to participate in the career expo
- Draft the partnership agreement framework (to be signed by the recruited partners)
- Designing and producing branding material for the expo
- Secure venue for the event
- Provide catering (finger lunch) for 500 learners from eleven schools
- Develop career expo monitoring and evaluation tools/templates
- Avail the facilitator and prominent speaker for the event
- Provide PA system stage, projectors and Marquee for the event
- Training of mentors on the prescribed processes of mentorship
- Keeping of the attendance register and learner attendance monitoring.
- Compile a detailed closing report

5. Project Governance and Oversight

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The Municipality will contract a Service Provider to manage the entire activities of the project.

The project will be monitored as follows:

- The service provider will be monitored by the LED office pertaining to all the logistics for the event, this will be done through the tool developed by the municipality.
- The tool to monitor the project as a whole will be developed according to project objectives.
- Series of preparatory meetings will also be scheduled to report to the LED section and to the LED forum meetings.
- The project will be monitored against the project objectives, the business plans and project management standards through our quality assurance programme guide.

The service provider will ensure that project implementation adheres to the

following:

- Project objectives
- Time frames
- Allocated budget
- Total management

6. The following documentation should accompany your proposal/quotations:

- A certified BBB-EE certificate
- CSD registration summary report
- Completed declaration form
- Completed SDB 9 (Certificate of independent bid determination)

The following conditions will apply:

- Quotation must be on an official letterhead of the company
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT , if applicable
- Incomplete quotations will be disqualified

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- 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 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to **Mr. Makgoka F.C.M** at **015 501 2333** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **13th September 2016** at **11:00**, clearly marked "**CAREER EXPO**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



Mr. M. H. RA NI
MUNICIPAL MANAGER

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