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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote

Ref: CORP-8/1/1:14

24 January 2018

**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 AS PROVIDED FOR IN ANNEXURE A OF THE REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS.**

**1. The following documentation should accompany the quotations to qualify the bidder for evaluation:**

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) A valid confirmation of Accreditation to conduct competency assessments.
- c) Valid Certified copy of BBBEE certificates (ORIGINAL also accepted)
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

**2. The following conditions will apply:**

- a) The appointed service provider would be required to conduct the assessments in Polokwane.
- b) Persons in the service of the state are not allowed to bid.
- c) Quotations must be on an official letterhead of the company;
- d) Prices (s) must be firm and inclusive of VAT (if applicable);
- e) Bidders must specify delivery period after receiving an order.
- f) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended;
- g) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.

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- h) 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;

**3. BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout):

Item no	Description	No of candidates	Unit Price	Total Amount
1.	COGTA approved competency assessment in line with Notice 578 583 of Government Gazette 3894637243, 1 July, 2015 and 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers"	09		
<b>Subtotal [Excluding vat]</b>				
<b>Vat at 14% [if registered for vat]</b>				
<b>Grand Total [including vat]</b>				

**4. 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 BBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

Criteria	Weight	Applicable values
<b>Company Experience</b>		
Please provide 03 copies of appointment letters from clients confirming your company's experience in conducting COGTA approved competency assessments <i>N.B. The municipality will contact the clients for reference.</i>	<b>30</b>	Poor = 1 Average = 2
<b>Methodology</b>		Good = 3
Formal Methodology/ Project plan for conducting competency assessments on <b>company letterhead and signed.</b>	<b>20</b>	Very good = 4
<b>Total functionality Score</b>	<b>50</b>	Excellent = 5

- Kindly direct all Technical enquiries to Mr. M.V Mahlake at 015 5012333 or Mr. N.J Modisha at 015 501 2332 between 08H00 to 16H30 during the weekdays. All quotations should be submitted in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest **30 January 2018**, at 11H00, clearly marked **CONDUCTING OF COGTA APPROVED COMPETENCY ASSESSMENTS**.
- No quotation will be accepted after the closing date and time

  
**Mr. MW Ramogale**  
**Acting Municipal Manager**

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