

HEAD OFFICE

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 MOGWADI 0715
 Telephone: (015) 501 0243/4
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**Molemole Municipality**

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
 MOREBENG 0810
 Telephone : (015) 397 4333 / (015) 397 4327
 Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: **Ralephenya T**

Ref: **LED&P-8/1/1 /06**

22 October 2018

ADVERT

Molemole municipality is hereby inviting quotations from service providers who are registered on CSD to coordinate and facilitate the staging of Annual Molemole Career and Skills Expo according to the specification below.

1. Bid Specification (Quotations should be on the company's letter head with layout below):

Item	Description	Date, Duration & Venue	Unit Price	Total Amount
1.	<ul style="list-style-type: none"> ▪ Develop costed proposal to coordinate and facilitate annual Molemole Career & Skills Expo. ▪ Generate stakeholder's recruitment strategy for the expo. ▪ Designing and producing branding material for the expo. ▪ Secure venue/Marquee to accommodate 1000 people attending the expo. ▪ Provide lunch for 950 people attending expo ▪ Develop career and skills expo monitoring and evaluation tools. ▪ Secure prominent facilitator and credible prominent speaker for the event. ▪ Provide PA system, stage, projectors, and 5 x screens for the expo. ▪ Generate 25 x certificates for top learners ▪ Secure 25 trophies and medals for top learners ▪ . Compile a detailed closing report. ▪ Develop tool to track to learners post matric 	<p>One day:</p> <p>10 April 2018</p> <p>Molemole West</p>		
Subtotal [Excluding Vat]				
Vat at 15% [if Vat registered]				
Grand total [Including Vat]				

2. The following documentation should accompany your quotations:

- a) Proof of registration on Central Supplier Database [Last verified between the date of advert and the closing date]
- b) Fully signed and completed MBD9 form [downloadable from www.molemole.gov.za]
- c) Fully Signed and completed Declaration of interest form [downloadable from www.molemole.gov.za]
- d) Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- e) The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate

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

3. 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
- 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, BBEEA of 2003 and preferential procurement regulation of 2001.
- 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;

4. Evaluation Criteria: Functionality

- Bidders must achieve a minimum of 80% functionality to be considered for further evaluation in Stage 2 (Evaluation on Price and BBBEE). Bidders that score less than minimum of 80% will be disqualified from further evaluation.

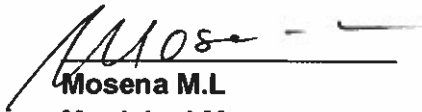
Criteria	Weight	Applicable Values
Company Experience	20	
<ul style="list-style-type: none"> ▪ Minimum 3 of years' experience in career, skills dialogue and expo coordination, facilitation and management. Attach at least 3x relevant orders/appointment letters. ▪ Attach Company profile 		Poor = 1 Average = 2 Good = 3
Qualifications	20	
<ul style="list-style-type: none"> ▪ Detailed CV and certified copies of qualifications of 2x team members, - For Project Manager: Bachelors of Science Degree (Honours), plus certificate in Project Management, - For assistant Project Manager: National Diploma in Business Management. 		Very Good = 4 Excellent = 5
Credibility and Accreditation	15	

<ul style="list-style-type: none"> ▪ Credible track record of project managing career events & skills expo at both private and public sector (Attach maximum of 2x signed testimonials on client's letter head). ▪ Certified copy of International Science Communication Certificate 		
Total Functionality Score	55	

Kindly direct all technical enquiries to Mr. F.C.M Makgoka at 015 501 0243 between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 29 October 2018 at 11:00, clearly marked **“COORDINATION AND FACILITATION OF MOLEMOLE CAREER AND SKILLS EXPO”**.

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mosena M.L
Municipal Manager
LED&P-8/1/1 /06