

HEAD OFFICE

303 Church Street
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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: Mabote NJ

Ref: LED&P-8/1/1:07

03 May 2018

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 stakeholders 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 1000 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: 21 June 2018 Molemole East</p>		

Subtotal [Excluding Vat]	
Vat at 14% [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) An original or certified copy of valid B-BBEE certificate
- c) Fully signed and completed MBD9 form [downloadable from www.molemole.gov.za]
- d) Fully Signed and completed Declaration of interest form [downloadable from www.molemole.gov.za]

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 75% functionality to be considered for further evaluation in Stage 2 (Evaluation on Price and BBEE). Bidders that score less than minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable Values
Company Experience		
<ul style="list-style-type: none"> ▪ Minimum 2 of years' experience in career and skills expo coordination and facilitation. Attach at least 2x relevant orders/appointment letters. ▪ Attach Company profile 	20	Poor = 1
Qualifications		Average = 2
Detailed CV and certified copies of qualifications of 2x team members, (NQ Level 7 and above).	15	Good = 3
Credibility		Very Good = 4
Credible track record of project managing career events & skills expo at both private and public sector (Attach maximum of 2x letters signed testimonials on client's letter head).	15	Excellent = 5
Total Functionality Score	50	

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 **11 May 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.



Makgatho K.E
Acting Municipal Manager
[Ref: LED&P-8/1/1:07]