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Molemole Municipality

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Ref: FIN: 8/1/1/04

27 August 2018

The municipality is calling for professional service provider who are registered on the CSD for the development of Consultancy reduction plan for two departments (Finance and Technical department).

DESCRIPTION	
Skills and competence audit for technical and finance department employees and the development of the Consultancy reduction plan for the period of five consecutive years.	
Total Cost Excluding VAT	
VAT@15%	
Total Cost inclusive if Vat if the company is a VAT vendor	

The following documentation should accompany the quotation

- a) 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}.
- b) An original or certified B-BBEE certificate;
- c) Fully completed and signed MBD 9 form downloadable from www.molemole.gov.za;
- d) Fully completed and signed declaration of interest form downloadable from www.molemole.gov.za;
- e) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate].

Stage 1: Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 80% of required points for functionality (quality) in order to be considered for further evaluation in stage 2(Evaluation on Price and BBEE). Bidders that score less than 80% of required points will be disqualified:

Vision: A developmental people driven organization that serves its people

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

Development of Consultancy reduction plan for two departments (Finance and Technical department).	10	Applicable Value System
<p>Company in training and skills development with more than five (5) years' experience in research and consulting at least a minimum of one (1) and a maximum of five (5) appointment letters/reference letters of similar work. The municipality reserve the right to formal verify the submitted information specifically the appointment date, amount and deliverables before and after the appointment. Two (2) points will be allocated per appointment letter /reference letter.</p>		<p>Poor = 1</p> <p>Average = 2</p> <p>Good = 3</p> <p>Very good = 4</p> <p>Excellent = 5</p>
CAPACITY ANALYSIS	30	
<p>The bidding company project team should have at least two (2) well experienced Project Managers formal qualified professors in Human Resources Development with at least a minimum number of ten (10) years' experience in skills development and training, Two (2) operational team leaders with at least a minimum of master's degree qualifications with an extensive experience in training and research. Detailed CV's of all the above mentioned professionals should be attached which include the following: Certified copies of Identity documents, Certified copies of the qualifications. Five (5) points will be allocated per professional who has completely met the above mentioned requirements. No points will be allocated to members/employees who did not met the full minimum requirements as stipulated above. Only a maximum of five (5) points will be allocated to an individual. The Municipality reserve the right to formal verify all submitted information before and after the appointment.</p>		
Total functionality Points	40	

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The following condition will apply:

- a) Quotation must be on an official letterhead of the company.
- b) Prices(s) must be firm and inclusive of VAT (If applicable).
- c) Prices(s) quoted must be valid for (30) days from the date of this offer.
- d) Quotations will be evaluated on 80/20 preference point system. Where 80 points will be for price and 20 preferences as per PPPFA of 2000, BB BEEA of 2003 and preferential procurement regulation of 2001 as amended:
- e) Payment will be effected within 30 days of receipt of invoice.

Kindly direct all technical enquiries to **Ms Lethuba B.M.M.** at **015 501 2303** between 08:00 and 16:30 Monday to Friday. All quotations should be submitted at Mogwadi RFQ Tender Box by latest **03 September 2018 at 11:00 am**, clearly marked **“Development of Consultancy reduction plan for two departments (Finance and Technical department).**

No quotation will be accepted after the closing date.

Molemole Municipality reserves the right to accept any quotation.



Mr. Mosena M.L
Municipal Manager
Ref: FIN: 8/1/1/04

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