

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote N.I

Ref: CORP-8/1/1:03

26 July 2017

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS WITH QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE LISTED ON CENTRAL SUPPLIERS DATABASE FOR THE SKILLS PROGRAMS OF FINANCE FOR NON-FINANCE MANAGERS.**

### 1. SPECIFICATION

Module Description	Quantity	NQF Level required	SAQA ID	Period
Demonstrate a knowledge and understanding of basic principles of budgeting and financial management applicable to local economic project	15	4	110493	3 days
Plan a municipal budgeting and reporting cycles		6	116364	

The following documentation should be attached to the quotations:

- Recent supplier registration summary report (CSD report) [not more than three months]
- An original or certified copy of a valid B-BBEE certificate
- A fully completed and signed declaration of interest form which is downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)
- A fully completed and signed SBD 9 form also downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)
- Registered with LGSETA

The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- 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 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2001

Vision: A developmental people driven organization that serves its people

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

### Evaluation Criteria

The bid will be evaluated based on:

- **Functionality** = 80 points (Minimum qualifying score = 75%)

Criteria	Weight	Applicable Value System
<b>Qualification and accreditation:</b> ✓ Detailed CV, certified copies of qualification/s at least NQF level 6 qualification of the facilitator	10 points	
<b>Specific matter-experience:</b> ✓ Attach at least 3 reference letters training in any sector <i>(10 points per letter/provider)</i>	30 points	Poor = 1  Average = 2
<b>Registration:</b> ✓ Attach LGSETA certificate	10 points	
<b>Experience in Local Government</b> ✓ Attach at least reference letters for training in local government <i>(10 points per letter/prder)</i>	30 points	Good = 3  Very good = 4  Excellent = 5

Kindly direct all technical enquiries to **Ms Sepuru K at 015 501 2348** between 08:00 and 16:30. All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the **4<sup>th</sup> August 2017 at 11:00**, clearly marking "**FINANCE FOR NON-FINANCE MANAGERS**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.

  
**MR MW RAMOGALE**  
**ACTING MUNICIPAL MANAGER**

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