

**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](http://www.molemole.gov.za)

**Enquiries: Ralephenya T.D**

**Reference: FIN: 8/1/1/05**

**21 November 2019**

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL  
 SUPPLIER DATABASE (CSD) TO PROVIDE MSCOA TRAINING/AWARENESS FOR  
 MUNICIPAL OFFICIALS FOR ONE DAY:**

**1. Specification**

Description	QTY	Amount
<b>MSCOA AWARENESS FOR MUNICIPAL OFFICIALS FOR ONE DAY</b>	<b>25</b>	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

**The following documentation should be attached to the quotations:**

- a) Central Supplier Database (CSD) summary report( last verified between the date of advert and the closing date)
- b) A fully completed and signed declaration of interest form which is downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)
- c) A fully completed and signed MBD 9 form also downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)
- d) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- e) 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)
- f) Certificate of preferred MSCOA trainer by National Treasury.

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

**Stage 1: Evaluation on functionality**

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE).

**Vision: A developmental people driven organization that serves its people\***

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

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in Providing MSCOA Training/ Awareness. Attach 5 appointment letters with contactable references on Client's company letterhead <b>Attach a maximum of 05 projects only</b>	80	
Attach the Certificate of preferred MSCOA trainer by National Treasury	20	
<b>Total</b>	<b>100</b>	

**The following conditions will apply:**

- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be effected within 30days of receipt of invoice.
- e) 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; BBEEA of 2003 and Preferential Procurement Regulation of 2017
- f) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Ms. Lethuba B.M.M** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **05 December 2019 at 11h00**, clearly marked "**MSCOA AWARENESS**" No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mosena M.L

**Municipal Manager**

Ref-FIN: 8/1/1/05

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