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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote NJ

Ref: 8/1/1:LEDP-02

05 September 2016

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE PROJECT MANAGEMENT FOR YOUTH IN AGRICULTURE AS PER SPECIFICATION BELOW:

1. Purpose

The main purpose of the project is to appoint prospective service provider to manage youth in agriculture programme on behalf of the municipality.

2. Background

Molemole municipality through Local Economic Development and Planning Department introduced the programme during the financial year 2012/2013 through the Integrated Development Plan (IDP). The programme has intensified and requires a very specialized skills and knowledge in order to better manage and sustain the project. In terms of the 2016/2017 financial year, municipality has a plan to appoint five (5) graduates to be placed at the different farms, the appointed graduates will sign two years contracts with the municipality whilst the identified farmers will sign service level agreements with municipality.

3. Scope of work

Appointment of a service provider to generate a proposal to manage the programme and even source additional funds to run and sustain the programme.

- **The contracted service provider should adhere to the following deliverables of the programme**
- Designing of an experiential learning programme for the duration of the period appointed.
- Design onsite support/monitoring and evaluation tools/templates
- Acquire learner support materials in line with the programme.
- Training of mentors on the prescribed processes of mentorship

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

- Onsite support/monitoring and evaluation
- Keeping of the attendance register and learner attendance monitoring.
- Conducting continuous assessment of learner portfolios.
- Partnership recruitment strategy
- Develop a strategy for sourcing funds
- Compile monthly and quarterly reports
- Hold quarterly reporting meetings with municipality and other stakeholders
- Conduct monthly monitoring of the graduates and generate reports
- **Project Governance and Oversight**

The Municipality will contract a Service Provider to manage the entire activities of the project.

The project will be monitored as follows:

- The monitoring tools will be developed by the service provider to monitor the progress of the mentors.
- The tool to monitor the project as a whole will be developed according to project objectives.
- Monthly meetings will also be scheduled to report to the LED section and to the LED forum.
- The project will be monitored against the project objectives, the business plans and project management standards through our quality assurance programme guide.

The project manager will ensure that project implementation adheres to the

following:

- Project objectives
- Time frames
- Allocated budget
- Total management

The Service Provider is expected to conduct regular visits to the sites and present reports during the LED forums.

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Project management meetings will be conducted monthly to closely monitor the progress of the project. Learner progress and attendance as well as the quality of learning will be reported on. Quarterly meetings will be held with stakeholders to report on the project progress.

6. The following documentation should accompany your quotations:

- A certified BBB-EE certificate
- CSD registration summary report
- Completed declaration form
- Complete SDB 9 (Certificate of independent bid determination)

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, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to **Mr. Makgoka F.C.M** at **015 501 2333** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **13th September 2016** at **11:00**, clearly marked "**Youth in Agriculture**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mr. MANKHURA NI
MUNICIPAL MANAGER

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