

HEAD OFFICE

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Molemole Municipality

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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ms. Ralephenya T.D

Ref: LED&P-8/1/1:0

02 October 2018

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR RENDERING OF PROFESSIONAL SERVICES FOR THE PREPARATION AND FACILITATION OF STRATEGIC PLANNING SESSION ON THE REVIEW OF THE MUNICIPAL INTEGRATED DEVELOPMENT PLAN FOR 2019/2020 FINANCIAL YEAR FROM THE 24 – 26 OCTOBER 2018.

1. **BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout]:

Item no	Description	No of candidates	Unit Price	Total Amount
1.	Facilitation of Strategic Planning Session on the IDP/Budget Review process for the development of a credible analysis phase of the 2019/2020 IDP.	40		
2.	Development of a Diagnostic report : Asses and analyze the current vision and mission of MLM as well as the IDP objectives, strategies and KPI's and ensure that they conform to the S.M.A.R.T principle;			
3.	Identification of areas of improvement ; and			
4.	Consolidated report : Review the compiled strategic planning report.			
Subtotal [Excluding vat]				
Vat at 15% [if registered for vat]				
Grand Total [including vat]				

2. **The following documentation should accompany the quotations to qualify the bidder for evaluation:**

- The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- Valid Certified copy of BBBEE certificates
- Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- Included in the quotation, the Master Registration Number or TAX compliance status pin (or recent, within advert & closure date) printed copy of tax clearance certificate)

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

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

3. The following conditions will apply:

- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and inclusive of VAT (if applicable);
- c) Late applications and faxed/mailed quotations will not be considered;
- d) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended;
- e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- f) 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 in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable values
Company Experience		
Please provide at least 02 copies of reference letters from clients confirming your company's experience in conducting planning sessions in Municipal environment. Reference letters on conducting same in other entities other than in municipal environment will be an added advantage <i>[N.B. The municipality will contact the clients for reference].</i>	30	Poor = 1 Average = 2 Good = 3
Qualification and accreditation	10	Very good = 4 Excellent = 5
Detailed CV and certified copies of qualification/s at least NQF level 6 (in the planning and development field) qualification of the main facilitator who should also be the director of the company.		
Registration	10	
South African Council for the planning profession (SACPLAN) (compulsory on the director of the company)		
Total functionality Score	50	

- Kindly direct all Technical enquiries to Mr. M.J Morokolo at 015 5012329 between 08H00 to 16H30 during the weekdays. All quotations should be submitted in the RFQ tender box

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situated at Mogwadi offices, no 303 Church Street by latest **11 October 2018**, at 11H00, clearly marked **"PREPRATION AND FACILITATION OF STRATEGIC PLANNING SESSION"**.

- No quotation will be accepted after the closing date and time



MOSENA ML
MUNICIPAL MANAGER

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