

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
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www.molemole.gov.za

Enquiries: Ralephenya T

Reference: CORP 8/1/03

26 JULY 2019

MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE LISTED ON CENTRAL SUPPLIER'S DATABASE FOR THE FOLLOWING PROGRAMMES:

Advert

1. Reception and Telephone Etiquette

Unit Standard Title	Quantity	NQF Level	Unit Standard ID	Period
Monitor and control reception area	12	03	13928	2 days
Process incoming and outgoing telephone calls		02	14348	

The following documentation should accompany your quotations:

- 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 BBEE certificates
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent (within advert & closure date) printed copy of tax clearance certificate]
- 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]
- Proof of registration with relevant SETA (e.g. LGSETA)

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

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;
- Proposal/quotation must indicate the commission fee, period of payback;
- Price (s) must be firm and inclusive of VAT;
- Payment will be effected within 30 days of receipt of invoice.

Evaluation Criteria

Vision: A developmental people driven organization that serves its people

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

[Reference: MM 8/1/06]

The bid will be evaluated based on:


- **Functionality**, bidders must achieve a minimum of 65% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBEE). Bidders that score less than the minimum of 65% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value System
Registration - Detailed CV(Facilitator), Relevant qualification at NQF level 6, - Accreditation of Unit standards	20 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
Experience on specific matter - Attach at least (3) relevant appointment letters/orders.	30 points	
TOTAL	50 points	

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 30days 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 2017
- 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 **Mr Mahlake M** at **015 501 2333** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **02 August 2019 at 10:00**, clearly marked the name of the programme. No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.


Mr. MOSENA M.L
MUNICIPAL MANAGER
 [Reference: CORP 8/1/1:03]

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