

**HEAD OFFICE**

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Molemole Municipality

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Vivirers Street  
 MOREBENG 0810  
 Telephone : (015) 501 2371  
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[www.molemole.gov.za](http://www.molemole.gov.za)

Enquiries: Ralephenya T

Reference: Corp-08/1/1/07

27 July 2018

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING PROPOSALS / QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE LISTED ON CENTRAL SUPPLIER'S DATABASE FOR SKILLS PROGRAM ON BASIC MICROSOFT EXCEL;**

Skills Program	Quantity	Period
Basic Microsoft Excel	9	3 Days

**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 BBBEE certificates
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://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**

The bid will be evaluated based on:

- 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.

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

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

Criteria	Weight	Applicable Value System
<b>Registration</b> - Detailed CV(Facilitator), Relevant qualification at NQF level 6, - Registration with LGSETA	20 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
<b>Company Experience on similar projects</b> - Attach at least (3) orders or appointment letters. -	30 points	
<b>Experience-Local Government</b> - Attach at least two (2) relevant letter/proof of appointment.	20 points	
<b>TOTAL</b>	70 points	

- **Preference point system, (80/20).** 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 **Ms Sepuru K** at **015 501 2348** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **03 August 2018 at 11:00**, clearly marked "**SKILLS PROGRAM ON BASIC MICROSOFT EXCEL**". No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.

  
**Mr. MOSENA M.L**  
**MUNICIPAL MANAGER**

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