



Enquiries: Malola MT

Ref: LED&amp;P-005-2023/24

11 September 2023

**REQUEST FOR QUOTATION**

Molemole municipality is hereby inviting quotations from service providers who are registered on Central Supplier Database (CSD) to provide service for four (04) days training of SMME's Entrepreneurship Development Programme according to the specification below.

**Bid Specification (Quotations should be on the company's letter head with layout below):**

No	Activity	Description	Quantity	Total Price
1.	Target audience skills audit and profiling	Conduct skills audit of all SMME's (2x owners plus 8x support stuff) = 10 – For both Molemole East-Morebeng and West – Moletji – Ga Phaudi)	10	
2.	Learner guides and material	Develop & print learner material (10 learner guides, 2x flip charts, 4x markers, 10x name tags, 10x note pads, 15x black pen, 15x red pen, 10x rubber, 10x pencil, and 10x highlighters).	As per latter	
3.	Training Venues	Secure convenient training venues For both Molemole East-Morebeng and West – Moletji – Ga Phaudi)	10	
4.	Catering	Provide catering and refreshments (Breakfast & Lunch)	15	
5.	Monitoring & Evaluation	Generate and print M&E material	10	
6.	Training Tools	Secure laptops for the purposes of practical training	10	
7.	Network Connectivity	Secure network line: Wi-Fi (1G data)	10	
8.	SMME's visits	Conduct 2x site visits to selected trained SMME's For both Molemole East-Morebeng and West – Moletji – Ga Phaudi)	02	
9.	Training certificate	Generate and print accredited, log embedded training certificate using parchment paper and packaging	10	
10.	Close up Report	Compile a close up training report for the project	01	
<b>Vat @ 15%</b>				
<b>Subtotal (Excluding Vat)</b>				
<b>Total (Vat Inclusive)</b>				

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

- a) 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**]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) A certified copy of valid BBBEE certificate (Original also accepted)
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

**1. Evaluation Criteria: Functionality**

Bidders must achieve a minimum of 80% functionality to be considered for further evaluation in Stage 2 (Evaluation on Price and BBBEE). Bidders that score less than minimum of 80% will be disqualified from further evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Applicable values</b>
<b>Company Experience</b>	<b>35</b>	
<ul style="list-style-type: none"> <li>▪ Attach two (02) appointment letters or purchase orders stating provision of services on skills development and accredited training to small businesses/SMME's, graduates and organizations from any organ of state or private entity with contactable references.</li> </ul>		
<b>Personnel Capacity</b>	<b>30</b>	
<ul style="list-style-type: none"> <li>▪ 1x Project Manager: A minimum of two (02) years' experience working in training and skills development environment. Bachelor's Degree/B Tech Degree in Business Management; or Economic management Attach CV and certified copies of qualifications.</li> </ul>		<b>Poor = 1</b>
<b>Key Personnel: Facilitator</b>	<b>25</b>	
<ul style="list-style-type: none"> <li>▪ 1x Training Facilitator: A minimum of two (02) years' experience working in the training and development filed as a facilitator. Facilitator must possess a National Diploma in Business Management. Attach CV's and certified copies of qualifications.</li> </ul>		<b>Average = 2</b>
<b>Credibility and Accreditation</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>▪ Certified copy accredited facilitator certificate</li> <li>▪ Certified copy accredited moderator certificate</li> <li>▪ Certified copy accredited assessor certificate</li> </ul>		<b>Good = 3</b>
<b>TOTAL POINTS</b>	<b>100</b>	
		<b>Very good = 4</b>
		<b>Excellent = 5</b>

## 2. Stage 2: Evaluation of Price and Specific Goals

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman – Ownership of more than 50%	Identification document and Company and Intellectual Property Commission (CIPC) registration document	5
People with Disability	Medical Certificate Indicating Disability	5
Youth (18 – 34 years old)	Identification document	5

### 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 specific goals as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) 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. F.C.M Makgoka** at **015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the latest **19<sup>th</sup> September 2023** at 11:00, clearly marked:

**“TRAINING OF SMME’S”**



**MAKGATHO K.E**  
**MUNICIPAL MANAGER**  
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