

**HEAD OFFICE**

303 Church Street  
 Private Bag X 44  
 -MOGWADI 0715  
 Telephone: (015) 501 0243/4  
 Fax no : (015) 501 0419  
 E-mail: info@molemole.gov.za



**Molemole Municipality**

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street  
 MOREBENG 0810  
 Telephone : (015) 397 4333 / (015) 397 4327  
 Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

+ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Ralephenya TD**

**Ref: FIN: 8/1/14**

**15 April 2021**

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR TRAINING ON MUNICIPAL AUDIT PROCEDURES AND FINANCIAL REPORTING FOR ALL THE MUNICIPAL FINANCE OFFICIALS.**

**1. Specification**

Description	Amount
TRAINING ON MUNICIPAL AUDIT PROCEDURES AND FINANCIAL REPORTING FOR ALL THE MUNICIPAL FINANCE OFFICIALS.	
<b>Subtotal</b>	
<b>V.A.T @ 15 %</b>	
<b>Total cost (Including V.A.T)</b>	

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

- 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) The Master Registration Number or tax compliance status pin [ or a valid copy of tax clearance certificate]
- c) A certified COPY of a valid letter of good standing from compensation commissioner
- d) A valid certified on SETA and ATSA accreditation.
- e) A certified copy of valid BBBEE certificate (Original also accepted)
- f) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- g) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

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

**3. The following conditions will apply:**

- a) Quotations must be on an official letterhead of the company;
  - b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
  - c) The appointed bidder will be bound by the submitted methodology as required under Functionality below;
  - d) Failure to deliver within the 30 days may result in the municipality cancelling the order;
  - h) 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. Attach Valid Certified copy of BBBEE certificates (ORIGINAL also accepted)
  - e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation;
  - f) The appointed service provider must attach the latest bank confirmation letter together with the invoice.
  - g) 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. BID SPECIFICATION [Quotations should be on the company letterhead with the below layout.

**Stage 1: Evaluation on functionality**

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE).

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the training company in training government officials. Attach appointment letters <b>with</b> contactable references on Client's company letterhead Attach a maximum of 05 projects only	90	Poor = 1 Average = 2 Good = 3
<b>Project</b> implementation plan detailing the training procedures and expected outcomes. -activities and time frames -key milestones of the project	05	Very good = 4 Excellent = 5

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Facilitator- A detailed CV of a profession Accountant registered as Chartered Accountant CA (SA).	05	
Total functionality score	100	

**Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified from further bid evaluations**

Kindly direct all technical enquiries to **Ms P M Wiso** at **015 501 2303** between 08H00 to 16H30 during the weekdays. All quotations should be submitted in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest **23 April 2021, at 11h00**, clearly marked **“TRAINING ON MUNICIPAL AUDIT PROCEDURES AND FINANCIAL REPORTING FOR ALL THE MUNICIPAL FINANCE OFFICIALS.”**No quotation will be accepted after the closing date and time. Molemole municipality reserves the right to accept any quotations.

  
**Mr. MOSENA ML**  
**MUNICIPAL MANAGER**

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