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**Molemole Municipality**

**MOREBENG BRANCH OFFICE**

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MOREBENG 0810  
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[www.molemole.gov.za](http://www.molemole.gov.za)

**Enquiries: Ralephenya T**

**Reference: CORP 8/1/1:16**

**30 OCTOBER 2019**

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

**ADVERT**

**1. WORKSHOP ON POLICY FORMULATION AND IMPLEMENTATION**

<b>Workshop</b>	<b>Quantity</b>	<b>Period</b>
Demonstrate knowledge and understanding of the policy formulation, implementation and review	25	1 day

**The following documentation should accompany your 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) Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- 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)]
- f) Proof of registration with relevant SETA (e.g. LGSETA)

***N.B. Failure to attach the above documents (a, b, d, e & f) will disqualify the bidder from further evaluation.***

**The following conditions will apply:**

- a) Quotation must be on an official letterhead of the company;
- b) Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- c) Proposal/quotation must indicate the commission fee, period of payback;
- d) Price (s) must be firm and inclusive of VAT;
- e) Payment will be effected within 30 days of receipt of invoice.

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

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

**[Reference: COPR 8/1/1:16]**

**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 BBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value System
Registration <ul style="list-style-type: none"> <li>- Detailed CV(Facilitator), Relevant qualification at NQF level 9,</li> <li>- Registered with South African Association of Public Administration and Management</li> </ul>	50 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) Orders or appointment letters.	30 points	
<b>TOTAL</b>	<b>80 points</b>	

- **Preference point system**, (80/20). Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulation of 2001.

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 **07 November 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 8/1/1:16]

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