

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Mabote N.J**

Reference: **8/1/1:LED&P-02**

16 November 2015

Molemole municipality is hereby inviting proposals with quotation from prospective service providers who are listed in the MLM's database for the capacity building programme for Molemole SMME's.

1. BACKGROUND INFORMATION

- Formal proposal responding to this request should be accompanied by proof of similar work done (experience) by the service provider. The proposal should indicate how the service provider will undertake the scope of work indicating a work breakdown structure, timeframes and corresponding budgets.
- Full specification for the project is available from LED&P office (Makgoka FCM – 015 5012352).

The following documentation should accompany your quotations:

- a) Certified Company registration certificate
- b) An original valid Tax clearance certificate
- c) Completed declaration form (downloadable on municipal website)
- d) An original or certified copy of valid BBBEE certificate (if applicable)

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;
- Price (s) must be firm and inclusive of VAT;
- Delivery must be made within 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- Payment will be effected within 30 days of receipt of invoice.

Evaluation Criteria

The bid will be evaluated based on:

- **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 Mr. Makgoka FCM at **015 501 2352** between **08:00** and **16:30**. All proposals/quotations should be submitted at Mogwadi Municipal Tender Box by the latest **23 November 2015** at **12:00**, clearly marked "**capacity building for SMME's**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.


Mr. Makhura N.I
MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

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

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Enquiries: F.C.M Makgoka

Ref: 8/1/1: LED&P-02

16 November 2015

Specification for Skills development and capacity building of Molemole Small Medium and Micro Enterprise

1. Purpose

The main purpose of the project is to appoint prospective service provider to partner with the Municipality for skills development and capacity building of SMME located within the jurisdiction of the Municipality.

2. Background

Molemole municipality through Local Economic Development and Planning Department identified a need to capacitate and develop skills for twenty (20) SMME's within the municipality. Therefore the 2015/2016 financial year's Integrated Development Plan (IDP), and the project seeks to enhance the skills of SMME's for better operations of their businesses.

3. Rationale for capacity building of Small Businesses

In the last financial year (2013/14) Capricorn District Municipality and Limpopo Economic Development Agency trained thirty (30) Small businesses in Molemole, and the areas of focus was Financial Management, Marketing Management and General Management.

The rationale underlying the training of small businesses being that the informal economy makes an important contribution to the economic and social life of Molemole Municipality. In a period where unemployment is so high, the informal sector (a large part consisting of small businesses) offers many people the only opportunity to make a living.

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4. Objectives

The objective of this project is to build capacity of SMME's.

5. Scope of work

The prospective service provider is to partner with the Municipality with train the twenty SMME's:

- Molemole West (10 SMME's)
- Molemole East (10 SMME's)

The training will cover the following aspects of Business Management:

- Financial Management
- Marketing Management
- Customer Care
- Computer (Microsoft Word, Power point and Excel)
- Project Management
- Programme Management
- Business plan

The contracted service provider should adhere to the following deliverables of the programme

- Designing of learning material for the training.
- Design monitoring and evaluation tools/templates for the municipality
- Develop trainee support materials in line with the leaning areas.
- Keeping of the attendance register and trainee attendance monitoring.
- Conducting continuous assessment of learner portfolios.
- Partnership recruitment strategy
- Strategy for sourcing funds
- Compile weekly and closing report for the training after completion of the project

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5. Project Governance and Oversight

The Municipality will contract a Service Provider to execute the scope of work for the entire activities of the project.

The project will be monitored as follows:

- Weekly meetings will also be scheduled to report to the steering committee on the progress of the project.
- The project will be monitored against the project objectives, the business plans and project management standards through our quality assurance programme guide.

The project manager will ensure that project implementation adheres to the following:

- Project objectives
- Time frames
- Allocated budget
- Total management

6. Requirements

- Company registration certificate
- A valid original Tax clearance certificate
- A valid BBB-EE certificate
- Company profile and experience on related work
- Completed declaration form

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