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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote N.J

Reference: 8/1/1:LED&P-04

16 November 2015

Molemole municipality is hereby inviting proposals from prospective service providers who are listed in the MLM's database to champion Molemole career exhibition and skills expo.

1. Background Information

- Formal proposal responding to this request for proposals should be accompanied by 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 50123).

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 quotations should be submitted at Mogwadi Municipal Tender Box by the latest **23 November 2015** at **12:00**, clearly marked "**Facilitation of career exhibition**". 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

TERMS OF REFERENCE: MOLEMOLE MUNICIPALITY 2016 CAREER EXPO AND SKILLS EXPO

1. INTRODUCTION:

The Careers Expo is an event organized by Molemole Municipality. This annual gathering is aimed at providing grade 12 learners with information resources to make informed career choices. Running for the third year, in 2016 the event will be bigger platform for Molemole learners.

In the past two years, our exhibition partners and Molemole residents recognize the event as an important platform for career guidance and further education. So far we have hosted over 1000 learners in 2014/2015. We provided an abundant pool for universities, other institutions and experts to empower attendees to make informed decisions about their future.

Our partnership with the department of Education means we are able to reach out and engage to an unquantifiable number of high school learners as they are directly connected to them.

Unlike other exhibitions of a similar kind which solely focus on one target age group, Career Expo brings together a multitude of learners with different interests but have the same ambition to empower themselves to succeed. This unique element to Career Expo means that not only can you recruit your ideal candidate during the day event but create awareness of your institution or organisation to a generation who in a year or two will be in a position to apply.

Having experienced first-hand this type of evolutionary engagement between the learner and the organisation and then hearing the positive feedback from both parties, the platform can only grow bigger.

We are more confident than ever that Career Expo serves a greater purpose which is undeniably important. We are educating and empowering students to choose the career path which is right for them, thus boosting the viability of the South African economy for the future.

The event's secondary objective was to recognise higher achievers of the circuit while encouraging all learners to use winter holidays as an opportunity to prepare for the year end exams knowing exactly what they are doing the following.

2016 EVENT

2. OBJECTIVES

- To create a platform for grade 12 learners to access information that will assist them to make informed career.
- Provide learners with information on where to get financial assistance
- To recognise high achievers in the circuit.
- To help learners to use technology to apply for their career of choice

3. 2016 EXPO CONTENT

The expo will cover categories that will not only assist learners to make informed decisions; they will also empower the learners to be confident in how they make those decisions. Those categories include:

- Institutions of Higher Learning including FETS
 - University of Limpopo
 - University of Pretoria
 - University of Johannesburg
 - Capricorn FET and more
 - Boston College
- Financial opportunities platforms
 - NYDA
 - KHETHA
- Government
 - Dept of Economic Development
 - Department of Agriculture
- Preparations for matrics exams
 - Mindset
 - LoveLife
- Career Guidance Experts

4. EXPECTED SERVICE DESCRIPTION

- The service provider is expected to lead the planning, communication and implementation of the expo.
- The service provider is expected to identify relevant stakeholders to be part of the expo and facilitate long lasting relationships and opportunities with the intended exhibitors for the learners.
- On the day of the event, the service provider must facilitate interaction between learners and career and financial support institutions.
- The service provider must identify and secure the services of a high profile "crow" pullers in order to make the event more interesting for learners.
- The service provider to bring at least 15 relevant national and regional institutions to exhibit at the expo
- To expand the reach of the expo through local media.

5. EVENT STRUCTURE

Activity	Objective
Opening session	Political programme
Expo	Day's activities
Skills Workshop	Learners get presented with different career opportunities
Speaker/Student session	One on one sessions with the experts
Costs must include	
Activities	Costs
Equipment Hire	
Venue Hire	
Branding and media	
Experts	
Exhibitors support	
Report	
Service costs	
Total:	