



## MOQHAKA LOCAL MUNICIPALITY

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 6/1/2/2019-20

CLOSING DATE: 27 FEBRUARY 2020

CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: **R 150.00**

Description	Contact Person
<p><b><u>FACILITATOR FOR THE EXECUTIVE STRATEGIC PLANNING SESSION</u></b></p> <p>The service providers must perform the following alterations to the office:</p> <ol style="list-style-type: none"><li>1. Undertake necessary preparations for the Executive Strategic Session.</li><li>2. Facilitate Strategic Planning Session for a period of three days.</li><li>3. Compile and submit a Strategic Session Report and Issues of Strategic Planning Session.</li><li>4. Dates will be confirmed by the Municipality.</li></ol>	<p>Mr. S.J. Leeuw Tel: 056 216 9108 Email Address: leeuwsj@moqhaka.gov.za</p>

#### **ELIGIBILITY CRITERIA**

Only those suppliers who:

- Are willing and able to supply the required material and deliver the services within 7-14 days from receiving the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 30 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these procurement ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.
- **Qualification:** The facilitator must hold a qualification relevant to Local Government or Management.
- **Experience:** Must have traceable experience in providing consulting support to clients in the public sector. This should include but not limited to the following: Organisational reviews and strategic planning;
- Strategic services focused on organisational effectiveness (including, amongst others – organisational structure alignment; process, system and skills related support; culture alignment exercises; HR strategy reviews; remuneration and reward advice; policy reviews; etc.)

#### **SUBMISSION DETAILS**

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

#### **CONTACT DETAILS FOR ENQUIRIES**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9143.  
For Technical, queries contact Mr. Mr. S.J. Leeuw at 056 216 9108.

