

HEAD OFFICE

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Ralephenya T.D ALL CORRESPONDENCE TO BE ADDRESSED TO THE

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

Date: 17 May 2023

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL DATABASE FOR RENDERING PROFESSIONAL SERVICES FOR THE ALIGNMENT AND INTEGRATION OF BUDGET AND PLANNING INSTRUMENTS.

Work Description

The successful service provider will be expected to align and integrate municipal budgeting and planning tools i.e. IDP, Budget, and SDBIP.

PHASE NO.	DESCRIPTION	TOTAL PRICE
1.	Alignment of the 2023/2024 Integrated Development Plan (IDP), Budget and SDBIP.	
2.	Analysis of the Sector Plans alignment with the Budget and IDP Projects.	
3.	Integration of budget and Integrated Development Plan projects.	
Subtotal (Excluding Vat)		
Vat 15%		
Total (Vat Inclusive)		

1. The following documentation should be attached to the quotations:

- a. The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b. Valid Tax compliance status pin
- c. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d. Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

Vision: A developmental people driven organization that serves its people

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

Stage 1: Evaluation on functionality.

Under functionality, Bidders must achieve a minimum of 80% ((rounded to the nearest decimal point)) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal). Bidders that score less than 80% (rounded to the nearest decimal point) will be disqualified.

NB: Only the combined Price & Specific Goal points will determine the highest point scoring bidder to be awarded the contract.

Criteria	Weights	Applicable values
<p>COMPANY EXPERIENCE Proof of experience in the specialty of Integrated Development Plan, Budget and SDBIP Alignment Planning tools. Attach 2 appointment letters/Orders with contactable references on Client's company letterhead</p>	40	1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent
<p>KEY PERSONEL 1x Town Planner <ul style="list-style-type: none"> ▪ Attach detailed CV indicating a minimum of three (3) in urban design, policy formulation and alignment of Planning tools: ▪ Certified Copy of BSc or higher qualification in Town/Urban and Regional Planning. 1x Civil Engineer <ul style="list-style-type: none"> ▪ Attach detailed CV indicating a minimum of three (3) years' experience in policy Formulation and implementation of civil related projects in a public sector. ▪ Certified Copy of BSc or higher qualification in Civil Engineering. 1x Finance Person <ul style="list-style-type: none"> ▪ Attach detailed CV indicating a minimum of three (3) years' experience in financial advisory / management related to the alignment of the allocated Budget and development projects. ▪ Certified copy of National Diploma or higher qualification in financial accounting / commerce. </p>	50	
<p>FORMAL METHODOLOGY/ PROJECT PLAN <ul style="list-style-type: none"> • Work schedule with clear key deliverables </p>	10	

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Total functionality Score	100	
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Stage 2: Evaluation on Price and Specific Goals

- Bidders must attach supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- The bidder needs to ensure that there is skills transfer.
- The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Mashotja MF at 015 501 2304** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **24 May 2023 at 11h00**, clearly marked "**ALIGNMENT AND INTEGRATION OF BUDGET AND PLANNING INSTRUMENTS**" No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


Makgatho K.E
Municipal Manager