

HEAD OFFICE

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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
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Telephone : (015) 397 4333 / (015) 397 432
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www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: FIN: 9/1/1/01

01st July 2020

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR DEVELOPMENT OF MUNICIPAL FINANCE PROCEDURE MANUALS IN COMPLIANT WITH THE 2020/21 COUNCIL APPROVED IDP AND ORGANISATIONAL STRUCTURE CONSIDERING FINANCE COMPLIANT LEGISLATIONS AND REGULATIONS (MSCOA, GRAP).

1. Specification

Description	Amount
DEVELOPMENT OF MUNICIPAL FINANCE PROCEDURE MANUALS IN COMPLIANT WITH THE 2020/21 COUNCIL APPROVED IDP AND ORGANISATIONAL STRUCTURE CONSIDERING FINANCE COMPLIANT LEGISLATIONS AND REGULATIONS (MSCOA, GRAP).	
Subtotal	
V.A.T @ 15 %	
Total cost (Including V.A.T)	

The following documentation should be attached to the quotations:

- Central Supplier Database (CSD) summary report(last verified between the date of advert and the closing date)
- A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
- A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- Certified COPY BBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points).

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation

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% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE).

Criteria	Weights	Applicable values
Proof of relevant experience by the bidding company in providing MSCOA or/and GRAP coordination and support. Attach 10 appointment letters/Orders with contactable references on Client's company letterhead. Attach a maximum of 10 projects only.	35	Average = 2 Good = 3
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 10 appointment letters/Orders with contactable references on Client's company letterhead. Attach a maximum of 10 projects only	35	Very good = 4 Excellent = 5
Attach the Recognized Certificate of preferred mSCOA by National Treasury, which will demonstrate intensive understanding of the service provider.	30	
Total	100	

The following conditions will apply:

- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be affected within 30 days of receipt of invoice.
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017
- f) 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 **Mr. Nkalanga SA at 015 501 2316/17** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **08th July 2020 at 11h00**, clearly marked **"DEVELOPMENT OF MUNICIPAL FINANCE PROCEDURE MANUALS IN COMPLIANT WITH THE 2020/21 COUNCIL APPROVED IDP AND ORGANISATIONAL STRUCTURE CONSIDERING FINANCE COMPLIANT LEGISLATIONS AND REGULATIONS (MSCOA, GRAP)."**

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"No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mr. Mosena M.L
Municipal Manager
Ref-FIN: 8/1/1/01

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