

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
 MOREBENG 0810
 Telephone : (015) 397 4333 / (015) 397 4327
 Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: FIN: 8/1/1/03

17th September 2020

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE SPECIAL PAYROLL AUDIT FOR THE IMPROVEMENT OF MUNICIPAL COUNCIL INTERNAL CONTROLS.

1. Specification

Description	Amount
SPECIAL PAYROLL AUDIT FOR THE IMPROVEMENT OF MUNICIPAL COUNCIL INTERNAL CONTROLS.	
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** BBBEE 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 BBEE).

Criteria	Weights	Applicable values
Proof of relevant experience in performing special and/or general audit on the improvement of internal controls. At least four (4) appointment letters or orders from any sphere of government. Attach a maximum of four (04) projects only.	35	Average = 2
Completed four (04) traceable projects in government audit conducted through the office of the Auditor General. Attach maximum a of four (04) projects only	35	Good = 3
A Project Managers- A qualified chartered Accountant with a minimum of at -least 10 years' experience and registered with IRBA (Independent Regulator Board for Auditors), RA (Registered Auditors), MBA (Masters in Business Administration). Experience will only be considered for the Project Manager curriculum vatae which has been submitted together with all the required certified supporting qualification documents (CA(SA), IRBA (RA) and MBA qualification certificates).	30	Very good = 4 Excellent = 5
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, BBEEA 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;

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Kindly direct all technical enquiries to **Ms. K. Moruane/ Ms. Zulu K** at **015 501 2306/18** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by 25th of **September 2020** at 11h00, clearly marked **"SPECIAL PAYROLL AUDIT FOR THE IMPROVEMENT OF MUNICIPAL COUNCIL INTERNAL CONTROLS"**.

"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: 8/1/03

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