

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote J

Ref: FIN-8/1/1:08

04 March 2018

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the billing system data cleansing (review, verification and allocation of ownership and tariff codes) for all the Municipal debtors/consumers accounts within the municipal jurisdiction.

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

- a) Proof of registration on Central Supplier Database [Last verified between the **date of advert** and the **closing date**];
- b) An original or certified valid B-BBEE certificate;
- c) A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za;
- d) A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za;

2. The following condition will apply:

- a) Quotation must be on an official letterhead of the company.
- b) Prices(s) must be firm and be inclusive of VAT (if applicable)
- c) Price(s) quoted must be valid for (30) days from the date of this offer
- d) Quotations will be evaluated on 80/20 preference point system. Where 80 points will be for price and 20 for preference as per PPPFA Of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001;
- e) Payment will be effected within 30 days of receipt of invoice.

3. Service Description:

The Municipality is requesting well experienced Service Providers to assist in a process of verifying of all the rate payers categories for the proper and effective update of the municipal financial system.

Services must be done, on agreed days from Mondays to Fridays, at mutually agreed times between 08:00 and 16:00.

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

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Cost of the consumables, distance to be travelled should be included in the quoted fees. Service providers should familiarize themselves with the municipal financial system and the municipal valuation rolls.

4. Evaluation Criteria:

Bidders must achieve a minimum of 80% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

FUNCTIONALITY	
Criteria	Points
Methodology: work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan).	5
Experience: Extensive company's experience in Municipal Revenue Management is required. At least a maximum of three signed appointment or reference letters on the official municipal letter head specifically for revenue management activities. (5 points will be provided for an appointment/reference letter)	15
Qualifications: <ol style="list-style-type: none"> 1. CV and Certified copies of the Project Manager (at-least a qualified chartered accountant with a minimum number of 10 consecutive years or more of experience in accounting and audit/Municipal environment) = 20 points. 2. CV and Certified copies of a Day to day Project supervisor (at-least a bachelor of Accounting Science or Bachelor of Accounting honors and demonstrated knowledge in GRAP(GRAP certificate will be required) with a minimum number of 10 consecutive years or more proven or valid experience in revenue management = 10 points. 3. CV and Certified qualification of a day to day Assistant Project supervisor (at-least an extensive 10 years proven experience in the municipal financial system (Solar/Venus). (Revenue Management billing Certificate in Municipal financial systems (Solar/Venus) will be required = 10 points 4. CV and Certified qualification of an Independent professional valuer (at-least an extensive 10 years proven experience in the municipal environment) = 10 points 	50
Total functionality Score	70

- **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

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Kindly direct all technical enquiries to **Mr. Nkalanga AS** at **015 501 2317** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by 12 April 2018 at **11:00**, clearly marked "**billing system data cleansing (review, verification and allocation of ownership and tariff codes) for all the Municipal debtors/consumers accounts within the municipal jurisdiction**".

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation



MR MOSENA M.L
MUNICIPAL MANAGER

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