

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: 8/1/1/16

25 April 2023

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR UNPACKING OF OPERATING AND LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2023/2024 FINAL BUDGET

1. Specification

Description	Duration	Amount
UNPACKING OF OPERATING LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2023/2024 FINAL BUDGET	1 Month	
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]

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

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).

Vision: A developmental people driven organization that serves its people"

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

Criteria	Weights	Applicable values
Proof of relevant experience by the bidding company in providing mSCOA coordination and support. Attach 3 appointment letters/Orders with contactable references on Client's company letterhead Attach a maximum of 03 projects only	50	Average = 2 Good = 3 Very good = 4
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. ➤ Attached 2 appointment letters/Orders with contactable references on Client's company letterhead and Confirmation letters from the Municipalities uses SOLAR or VENUS Attach a maximum of 02 projects only	25	Excellent = 5
Key Personnel: Project Leader - Attach the Certificate of preferred mSCOA trainer by National Treasury.	25	
Total	100	

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,

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- f) The bidder needs to ensure that there is skills transfer.
- g) 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 **Ms. Wiso P.M** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **02 May 2023 at 11h00**, clearly marked **"UNPACKING OF OPERATING LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2023/2024 FINAL BUDGET"**

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



Makgatho K.E

Municipal Manager

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