

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

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

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

[www.molemole.gov.za](http://www.molemole.gov.za)

Enquiries: Ralephenya T.D

Ref: FIN 8/1/1:04

19 August 2019

## REQUEST FOR QUOTATION

**Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the data cleansing project (updating of Mogwadi/Dendron business and residential personal details).**

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

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between **the advert date and the closing date**]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) 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)
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

***N.B. Failure to attach the above documents (a, b, d & e) will disqualify the bidder from further evaluation.***

**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) Delivery must be made within 14 days. Failure to deliver within 14 days may result in the municipality cancelling the order.
- e) 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, BBEEA of 2003 and preferential procurement regulation of 2017;
- f) Payment will be effected within 30 days of receipt of invoice.

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

### 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. 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:

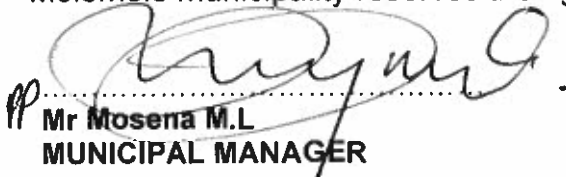
Bidders must achieve a minimum of 80% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

<b>FUNCTIONALITY</b>		
<b>Criteria</b>	<b>Weight</b>	<b>Applicable Value system</b>
Methodology: work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan) this will form part of the assessment tool during the implementation of the project. No points will be allocated for the methodology.	<b>00</b>	<i>Poor = 1            Acceptable = 2            Good = 3            Very Good = 4            Excellent = 5</i>
Information verification system license agreement/copy right documents, the Service provider must have a system in place to be utilised during the process of information update. The system should be capable of providing not less than the below on-line/real time information: 1. Customer updated details. 2. Recent customer address 3. Property Ownership information 4. Debtor's type information.	<b>50</b>	
1. CV and Certified copies of qualification for the Project Manager with an extensive at least (5) years' or more experience in municipal systems (Venus/solar) and revenue management/data cleansing activities. Experience/training recognition on Venus/Solar revenue management financial management system should be demonstrated through an official company recognized qualification/certificate = 20 points. 2. CV and Certified copies of qualified IT specialist with at least a minimum number of five (5) consecutive years or more valid experience/knowledge in IT and GIS. At least a bachelor degree in Information Technology related qualification and GIS knowledge demonstrated in professional qualification = 5 points. 3. CV and Certified Copies of at least two (2) Professional/Associates or Candidates Valuer with at-least a minimum number of three (3) years proven experience in valuation activities. A professional valuer certificate will be required. = 5 points. NB: Experience will only be considered for candidates who have all the required qualifications/certificates. The municipal reserve the right to formal verifies all submitted information including qualifications and any misrepresentation will be forwarded to relevant stakeholders. The service provider will be required to demonstration the system functionality and capabilities before the execution of the task.	<b>30</b>	
<b>Total functionality Score</b>	<b>80</b>	<i>Excellent = 5</i>

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- **Preference point system, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulation of 2000
- Kindly direct all technical enquiries to **Mr. Nkalanga AS at 015 501 0243** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by **26 August 2019 at 11:00**, clearly marked "**Data cleansing project (updating of Mogwadi/Dendron business and residential personal details)**".
- No quotation will be accepted after the closing date.
- Molemole municipality reserves the right to accept any quotation

  
PP Mr Mosenā M.L.  
MUNICIPAL MANAGER

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