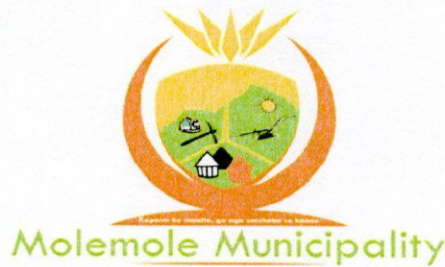


HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
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E-mail: info@molemole.gov.za



MOREBENG BRANCH OFFICE

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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 NJ

Ref: 8/1/1:7 FIN

09 December 2016

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the Verification, data cleansing and reconciliation of debtor's information received from Aganang Municipality's financial system and previous year's valuations rolls and tariffs.

1. Service Description (SCOPE):

Verification of property ownership from Deeds office as per the Municipal billing financial system and the verification of the Debtors and Tariff information received from disestablished Aganang Local Municipality from the inception of the accounts.

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.

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

- a) The recent updated supplier registration summary report (CSD report);
- 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;

The following conditions will apply:

- a) Quotation must be on an official letterhead of the company;
- b) Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- c) Price (s) must be firm and inclusive of VAT;
- d) Delivery must be made within 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- e) Quotations will be evaluated on 80/20 preference point system. 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;
- f) Payment will be effected within 30 days of receipt of invoice.

Vision: A developmental people driven organization that serves its people

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

3. 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.

Functionality

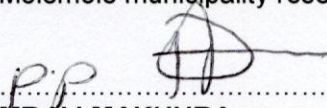
Criteria	Weight
Experience	30
✓ Attach at least 3 (three) proof of RELEVANT experience in debtors/revenue management projects and or capability to do the project. Attach signed reference letters with contactable references on Client's company letterhead. <i>10 points will be awarded per relevant/similar project. Maximum of 30 points.</i>	
Methodology	10
✓ Attach work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan). <i>10 points for clear schedule of deliverables and time frame</i>	
Professional Body	20
✓ Attach certified copies of Argis Specialist and a Membership with SACPVP registration indicating the practice number. <i>Attachment of a signed Argis Specialist certificate =10 points</i> <i>Attachment of a signed proof of registration with the SACPVP = 10 points</i>	
Total functionality Score	60

- **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 2001

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 **20 December 2016 at 11:00**, clearly marked "**VERIFICATION, DATA CLEANSING AND RECONCILIATION OF DEBTOR'S INFORMATION**"

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation


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MR N.I MAKHURA
MUNICIPAL MANAGER

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