

HEAD OFFICE

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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Malola M

Ref: FIN-8/1/1/06

Date: 30 November 2023

ADVERT**REQUEST FOR QUOTATION**

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) TO REVIEW OF THE STANDARDS OPERATING PROCEDURE MANUALS IN LINE WITH MSCOA.

1. BID SPECIFICATION :

Description	Duration	Amount
REVIEW OF THE STANDARDS OPERATING PROCEDURE MANUALS IN LINE WITH MSCOA	30 days	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

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

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) Tax compliance status pin
- c) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

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 Specific Goals).

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	60	<i>Poor</i> = 1 <i>Average</i> = 2 <i>Good</i> = 3 <i>Very good</i> = 4 <i>Excellent</i> = 5
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead. Attach a maximum of 02 projects only	20	
Attach the Certificate of preferred mSCOA trainer by National Treasury	20	
Total	100	

Stage 2: Evaluation on Price and Specific Goals

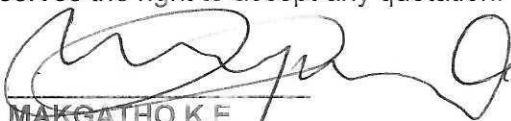
- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

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 and Company and Intellectual Property Commission (CIPC) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

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 effected 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 specific goal as per PPPFA of 2022,
- 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 **Wiso P** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the latest **7 December 2023** at 11:00, clearly marked: **“REVIEW OF THE STANDARDS OPERATING PROCEDURE MANUALS IN LINE WITH MSCOA”** No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



MAKGATHO K.E
MUNICIPAL MANAGER
FIN-8/1/1/06