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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**MOREBENG BRANCH OFFICE**

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 MOREBENG 0810  
 Telephone : (015) 397 4333 / (015) 397 432  
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[www.molemole.gov.za](http://www.molemole.gov.za)

Enquiries: **Ralephenya T.D**

Reference: **FIN: 8/1/1/11**

02 March 2020

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR UNPACKING OF OPERATING LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2020/2021 ANNUAL BUDGET: PHASE1**

**1. Specification**

Description	Duration	Amount
<b>UNPACKING OF OPERATING LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2020/2021 ANNUAL BUDGET: PHASE1</b>	<b>1 Month</b>	
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](http://www.molemole.gov.za)
- A fully completed and signed MBD 9 form also downloadable from [www.molemole.gov.za](http://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]
- 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)
- Certificate of preferred MSCOA trainer by National Treasury.

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

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

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

### **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).

<b>Criteria</b>	<b>Weights</b>	<b>Applicable values</b>
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 <b>Attach a maximum of 03 projects only</b>	60	Average = 2 Good = 3
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead. <b>Attach a maximum of 02 projects only</b>	20	Very good = 4 Excellent = 5
Attach the Certificate of preferred mSCOA trainer by National Treasury	20	
<b>Total</b>	<b>100</b>	

#### **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 preference as per PPPFA of 2000, BBEEA of 2003 and Preferential Procurement Regulation of 2017
- f) 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. Lethuba B.M.M** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **10 March 2020 at 11h00**, clearly marked "**UNPACKING OF OPERATING LINE ITEMS IN LINE WITH MSCOA REQUIREMENTS FOR 2020/2021 ANNUAL BUDGET: PHASE1**"

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

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**Mr. Mosena M.L**

**Municipal Manager**

Ref-FIN: 8/1/11

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