

**HEAD OFFICE**

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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 4327  
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[www.molemole.gov.za](http://www.molemole.gov.za)

Enquiries: Wiso P

Reference: FIN: 8/1/1/08

25 February 2026

### REQUEST FOR QUOTATION

**MOLEMOLE LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) TO PROVIDE SUPPORT ON MSCOA BALANCE SHEET BUDGETING FOR 2026/2027 DRAFT BUDGET**

#### 1. Specification

Description	Rate per hour	Hours	Total Price
<b>MSCOA BALANCE SHEET BUDGETING FOR 2026/2027 BUDGET ADJUSTMENT</b>		800	
<b>Subtotal</b>			
<b>V.A.T @ 15 %</b>			
<b>Total cost (Including V.A.T)</b>			

The following documentation should be attached to the quotations:

- 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**]
- Valid Tax Compliance status pin
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- 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 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 Specific Goal).

<b>Criteria</b>	<b>Weights</b>	<b>Applicable values</b>
Company experience 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 Very good = 4
Completed traceable financial accounting projects on Municipalities. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead. <b>Attach a maximum of 02 projects only</b>	20	Excellent = 5
Attach the MSCOA module 1, 2 and 3 trainer Certificate by National Treasury.	20	
<b>Total</b>	<b>100</b>	

### **Stage 2: Evaluation of Price and Specific Goals**

<b>Preference Points for specific Goals</b>	<b>Means of Verification</b>	<b>Points</b>
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority with the same address as the address on the CSD.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorate will apply)	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years) ownership of 51% and above (less than 51% prorate will apply)	Identification Document	5

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**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 **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 **04 March 2026 at 11h00**, clearly marked "**MSCOA BALANCE SHEET BUDGETING**" "No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**Makgatho K.E**

**Municipal Manager**

**FIN: 8/1/1/08**

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