

HEAD OFFICE

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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T.D**

Reference: **FIN2026/27/04**

Date: **10 September 2026**

**ADVERT
REQUEST FOR QUOTATION**

MOLEMOLÉ LOCAL MUNICIPALITY IS INVITING QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE COMPREHENSIVE MUNICIPAL DEBTOR DATA AND CUSTOMER ANALYSIS FOR DEBT RECOVERY OR WRITE-OFF FOR THE MUNICIPAL SERVICES ACCOUNTS WITHIN THE MUNICIPAL JURISDICTION OF THE MUNICIPALITY.

1. Specification

Description	Amount
Comprehensive municipal debtor data and customer analysis for debt recovery or write-off for the municipal services accounts within the jurisdiction of the municipality.	
Subtotal	
V.A.T @ 15 %	
Total cost (Including V.A.T)	

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]
- 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.

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

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

2. Functionality

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
Company Experience : Proof of relevant experience by the bidding company in financial management/data cleansing/financial reporting in a municipal environment. Attach five (5) appointment letters/Orders with contactable references on Client's company letterhead.	70	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
Project Manager: - Attach detailed Curriculum Vitae indicating a minimum of 10 years' experience in municipal data analysis, financial management or reporting. - Attach a certified copy of NQF level 7 in Accounting. - Attach a certified copy of SAICA membership.	20	
Key Personnel: IT Specialist - Attach detailed Curriculum Vitae indicating a minimum of 5 years' experience in analyzing municipal data/financial information. - Attach a certified copy of NQF level 7 in Information Technology	10	
Total	100	

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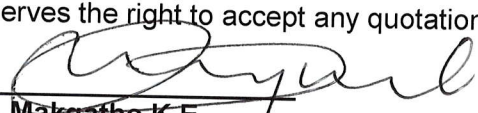
Stage 2: Evaluation of Price and Specific Goals

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 with the same address as the address on the CSD.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorated 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% prorated will apply)	Identification Document	5

The following conditions will apply:

- Bidders must complete the attached ANNEX A attached to Advert.
- Sub-Contracting references/appointment letters & clients testimonial are not acceptable. Only direct appointments shall be accepted.
- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.
- 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,
- The bidder needs to ensure that there is skills transfer.
- 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 **Mrs Wiso P at 015 501 2303/Mamatseare M at 015 501 2317** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **17 September 2026 at 11h00**, clearly marked **"COMPREHENSIVE MUNICIPAL DEBTOR DATA AND CUSTOMER ANALYSIS FOR DEBT RECOVERY OR WRITE-OFF FOR THE MUNICIPAL SERVICES ACCOUNTS WITHIN THE JURISDICTION OF THE MUNICIPALITY"**. No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


Mr. Makgatho K.E
MUNICIPAL MANAGER
FIN2026/27/04

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ANNEX A



SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

[N.B. COMPULSORY: TO BE USED FOR EVALUATION PURPOSES]

Provide the following information on relevant previous experience. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract. Give a maximum of two (02) names and telephone numbers and e-mail address per reference. Please provide latest contact details.

CLIENT NAME AND PLACE WHERE PROJECT WAS IMPLEMENTED	TEL NO & EMAIL ADDRESS	DESCRIPTION OF WORK	CONTRACT VALUE (R)	DURATION CONTRACT PERIOD

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