

**HEAD OFFICE**

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street  
 MOREBENG 0810  
 Telephone : (015) 397 4333 / (015) 397 4327  
 Fax no : (015) 397 4334

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

Enquiries: Ralephenya T.D

Reference: FIN: 8/1/1/06

10 JANUARY 2025

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE PROVISION OF A GRAP COMPLIANT FINANCIAL SYSTEM FOR PREPARING MUNICIPAL FINANCIAL STATEMENTS**

Description	Quantity	Amount
SUPPLY, DELIVERY AND INSTALLATION OF A GRAP COMPLIANT FINANCIAL SYSTEM FOR PREPARING MUNICIPAL FINANCIAL STATEMENTS	1	
WORKING PAPERS INCLUDING CONNECTOR	4	
SOFTWARE DISTRIBUTION FEE	1	
TRAINING AND IMPLEMENTATION	40hrs	
Sub-Total		
VAT @ 15%		
Grand Total (Including VAT)		

**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 Goals).

Criteria	Weights	Applicable values
<b>Company Experience</b> <ul style="list-style-type: none"><li>• Attach a maximum of five (5) Appointment letters for the provision of a GRAP compliant Financial system for preparing municipal financial statements</li><li>• Attach a minimum of three (3) reference letters for the provision of a Grap complaint system for preparing Annual Financial Statements.</li></ul>	<b>70</b>	
<b>Personnel Experience</b> Project Manager/ Training Manager <ul style="list-style-type: none"><li>• Attach a CV indicating minimum of 5 years' experience in training and project management</li><li>• Attach certificate as a qualified CA(SA)</li></ul>	<b>20</b>	
<b>NB!!</b> Sub-Contracting references/appointment letters & client's testimonial are not acceptable. Only direct appointments shall be accepted.	<b>10</b>	
<b>Total functionality Score</b>	<b>100</b>	

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## Stage 2: Evaluation of Price and Specific Goals

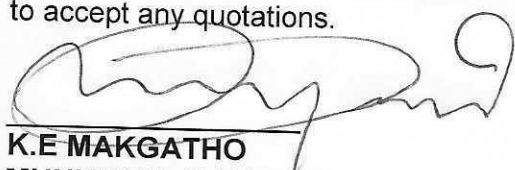
Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman – Ownership of more than 50%	Identification document and Company and Intellectual Property Commission (CIPC) registration document	5
People with Disability	Medical Certificate Indicating Disability	5
Youth (18 – 34 years old)	Identification document	5

The following conditions will apply:

- 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 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 **17 January 2025 at 11h00**, clearly marked **"THE PROVISION OF A GRAP COMPLIANT FINANCIAL SYSTEM FOR PREPARING MUNICIPAL FINANCIAL STATEMENTS."**

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



**K.E MAKGATHO**  
**MUNICIPAL MANAGER**  
**FIN: 8/1/1/06**

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