

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Vivirers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
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www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: FIN: 26/1/1/09

26 September 2025

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE UNPACKING OF THE MSCOA TRIAL BALANCE IN LINE WITH THE MSCOA CHART VERSION 6.9.

Description	Amount
UNPACKING OF THE MSCOA TRIAL BALANCE IN LINE WITH THE MSCOA CHART VERSION 6.9.	
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.

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 providing MSCOA support and financial accounting projects. Attach 4 appointment letters/Orders of the bidding company on completed traceable MSCOA support and financial accounting projects for Municipalities. Attached a maximum of 04 Appointment and Reference letters.	60	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
Attach the Certificate of preferred mSCOA trainer by National Treasury	20	
Key Personnel. Attach detailed Curriculum Vitae indicating a minimum of 5 years' experience in MSCOA support and financial accounting projects in municipalities. Attached CV and certified qualifications of the above-mentioned key personnel.	20	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
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 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

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 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 **03 October 2025 at 11h00**, clearly marked **“UNPACKING OF THE MSCOA TRIAL BALANCE IN LINE WITH THE MSCOA CHART VERSION 6.9.”**

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



K.E MAKGATHO
MUNICIPAL MANAGER
FIN: 26/1/1/09