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**Molemole Municipality**

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

**Enquiries: Ralephenya T.D**

**Reference: FIN/8/1/1/17**

**15<sup>th</sup> July 2024**

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE COLLECTION, ONLINE REAL-TIME VALIDATION AND VERIFICATION OF CONSUMER DETAILS IN MOGWADI AND MOREBENG.**

**1. Specification**

**Collection, Validation and Recording of consumer information.**

1. Collection of data for Mogwadi and Morebeng residents, business and private farms consumer details for the improvements of communication.
2. Online Validation and verification of the collected information for the improvement of the accuracy and the completeness of the information to be uploaded on the financial system.
3. Bulk communication of the collected data to be verified by the customers/consumers.

| Description  | Quantity | Amount |
|--|----------|--------|
| Collection, Validation and Recording of consumer information | 1        |        |
| Subtotal   |          |        |
| V.A.T @ 15 %   |          |        |
| Total cost (Including V.A.T)                                 |          |        |

**The following documentation should be attached to the quotations:**

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

## 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  | Weight            | Applicable Value System   |
|---|-------------------|---|
| <ul style="list-style-type: none"><li>➤ Completed traceable projects on the implementation of data collection or verification in a Municipal environment.</li><li>✓ Attach a maximum of four (4) Municipal appointment letters.</li></ul>   | 40                | <i>Poor = 1</i><br><i>Acceptable = 2</i><br><i>Good = 3</i><br><i>Very Good = 4</i><br><i>Excellent = 5</i> |
| <ul style="list-style-type: none"><li>➤ Completed traceable projects on the implementation of on-line real time data validation or verification for customers/debtors in a Municipal environment.</li><li>✓ Attach a maximum of four (4) Municipal appointment letters.</li></ul> | 30                |   |
| <ul style="list-style-type: none"><li>✓ Completed traceable projects on Revenue Management/ enhancement in a Municipal environment.</li><li>✓ Attach a maximum of four (4) Municipal appointment letters.</li></ul>   | 30                |   |
| <b>TOTAL</b>  | <b>100 points</b> |   |

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## **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                         | 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:**

- 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 **Mrs Wiso P** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **22<sup>nd</sup> July 2024 at 11h00**, clearly marked **"THE COLLECTION, ONLINE REAL-TIME VALIDATION AND VERIFICATION OF CONSUMER DETAILS IN MOGWADI AND MOREBENG."** No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**KE MAKGATHO**  
Municipal Manager  
REF: FIN/8/1/1/17

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