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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  
Fax no : (015) 397 4334

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

Enquiries: **Ralephenya T.D**

Reference: **FIN: 8/1/1/10**

Date: **03 March 2026**

## REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE VERIFICATION AND UPDATING OF ALL PROPERTY INFORMATION WITHIN THE JURISDICTION OF THE MUNICIPALITY.**

Description	Amount
Verification and updating of all properties within the municipal jurisdiction against the deeds information.	
Verification updating of all the properties within the municipal jurisdiction against the survey general information.	
Verification and updating of the survey general codes where necessary for all properties within the jurisdiction of the municipality.	
Sub-Total	
VAT @ 15%	
Grand Total (Including VAT)	

**1. 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)]
- e) Certified copy South African Council for the Property Valuers Profession in the name of at least one of its directors.

***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. 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>Capacity/Key Personnel</b> <ul style="list-style-type: none"> <li>• <b>Two (2) Data Analystist</b></li> <li>• A detailed CV indicating a minimum of five years' experience in Data analysis.</li> <li>• Attach a certified copy of NQF7 in Statistics, Computer Science, Mathematics, or Information Systems.</li> </ul>	<b>20</b>	Poor = 1
<b>Capacity/Key Personnel continued.</b> <ul style="list-style-type: none"> <li>• <b>Two (2) Professional valuers</b></li> <li>• A detailed CV indicating a minimum of five years' experience in property valuation.</li> <li>• Attach a certified copy of SACPVP registration certificate.</li> <li>• Attach a certified copy of NQF7 in Property Valuation or Real Estate.</li> </ul>	<b>20</b>	Average = 2 Good = 3 Very good = 4
<b>Company Experience in Property Valuation/verification in Public Sector.</b> <ul style="list-style-type: none"> <li>• Attach five (5) successfully completed traceable appointment letters</li> </ul> <p>Sub-Contracting appointment letters are not acceptable. Only direct appointments shall be accepted.</p>	<b>60</b>	Excellent = 5
<b>Total functionality Score</b>	<b>100</b>	

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### 3. Stage 2: Evaluation of Price and Specific Goals

Bidders must attach following supporting documents to claim points. Failure to attach the valid documents shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

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

#### 4. 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: **Mamatseare ST at 015 501 2317** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by **10 March 2026 at 11h00**, clearly marked **"VERIFICATION AND UPDATING OF ALL PROPERTY INFORMATION."**

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

  
**K.E MAKGATHO**  
**MUNICIPAL MANAGER**  
**FIN: 8/1/10**

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