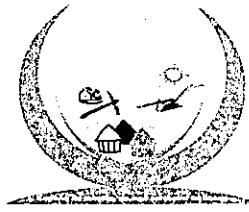


HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote NJ

Ref: 8/1/2 FIN

25 October 2016

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) and registered with the Private Security Industry Regulator (PSIRA) for the Cash Management and Daily Collection of Funds at Mogwadi and Morebeng Municipal Offices and Driver's License and Testing Centers (DLTC's) for the period of 12 Months.

1. The following documentation should be attached to the quotations:

- a) The recently updated supplier registration summary report (CSD report);
- b) An original or certified valid B-BBEE certificate;
- c) A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za;
- d) A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za;
- e) Copy of registration with the Private Security industry regulator Authority (PSIRA).

2. Service Description:

- The services must include the collection of cash from all the municipal sites and to deliver the cash to the designated bank.
- Services must be done, on agreed days from Mondays to Fridays, at mutually agreed times between 08:00 and 16:00. The service fee must exclude Public Holidays and services must be done on the first scheduled service day, following the public holiday.
- Services must be done using tamper evident bags, which must be supplied to the site by the Service Provider. Any alternative containers, such as canisters costing should be properly fully indicated.

Services must be done using tamper evident bags and the cost of the consumables should be **included** in the quoted fees, the cost should include all the necessary consumables including the followings: Tamper evident bag per service, Envelope per service and the Safe key bag.

Vision: A developmental people driven organization that serves its people

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

| Item | Description | Number of Collections per week | Rate (R) | Total (R) |
|--|----------------------------------|--------------------------------|----------|-----------|
| 1. | Mogwadi Municipal Office | | | |
| 2. | Morebeng Municipal Office | | | |
| 3. | Mogwadi DLTC | | | |
| 4. | Morebeng DLTC | | | |
| SUB TOTAL EXCL. | | | | |
| VAT 14% [IF REGISTERED FOR VAT. PROOF MUST BE ATTACHED] | | | | |
| GRAND TOTAL INCL VAT | | | | |

3. Evaluation Criteria

Bidders must achieve a minimum of 80% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

4. Functionality

| FUNCTIONALITY | |
|--|---------------|
| Criteria | Points |
| Proof of RELEVANT experience on Cash management and Cash Collection projects, Attach appointment letters AND testimonials with contactable references on Client's company letterhead. 05 points per projects with a maximum of 06 points at 30 points. | 30 |
| Specify the Municipal insured value attached to movement of funds and the insurance attached to the non-collected funds due to the Service Provider's faulty | 20 |
| Methodology: work schedule with clear deliverables and the daily collection time frame. | 20 |
| Total functionality Score | 70 |

- **Preference point system, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001

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Kindly direct all technical enquiries to **Mr. A.S Nkalanga at 015 501 0243/2317** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by **02nd October 2016 at 11:00**, clearly marked "**CASH MANAGEMENT AND COLLECTION FOR MUNICIPAL OFFICES (MOGWADI AND MOREBENG MUNICIPAL OFFICES)**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation



**MR N.T MAKHURA
MUNICIPAL MANAGER**

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