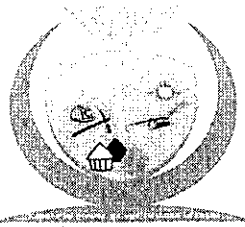


HEAD OFFICE

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



Molemole Municipality

MOREBENG BRANCH OFFICE

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

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote N.J

Reference: FIN 8/1/1:03

18 January 2018

- 1. Molemole municipality is hereby inviting quotations from prospective service providers who are registered for the Cash Management and daily Collection of funds at Mogwadi and Morebeng Municipal offices and Driver's license and Testing Centers (DLTCs) for the period of 12 months.**

1.1 The following documentation should be attached to quotations:

- a) Proof of registration on CSD [Last verified between the date of advert and the closing date].
- b) An original or certified copy of valid B-BBEE certificate.
- c) A fully completed and signed MBD 9 form (downloadable from www.molemole.gov.za).
- d) A fully completed and signed declaration of interest form (downloadable from www.molemole.gov.za)

1.2 The following conditions will apply:

- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- c) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended;
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e) The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;

Service Description

- The services must include the collection of cash from all the municipal sites and to deliver the cash to your 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 excludes 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, should be approved by Municipality.

Vision: A developmental people driven organization that serves its people

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

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

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				

2. 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 BBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

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.	30
Methodology: work schedule with clear deliverables and the daily collection time frame.	20
Total functionality Score	80

- Kindly direct all technical enquiries to **Mr. Nkalanga AS** at **015 501 2317** between 08:00 and 16:00.
- All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **26 January 2018 at 11:00**, clearly marked "**Cash Management and Collection for Municipal Offices**".
- No quotation will be accepted after the closing date.


MR. MW RAMOGALE
ACTING MUNICIPAL MANAGER

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