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Molemole Municipality

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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T

Ref: FIN 8/1/11

06 March 2020

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the data cleansing project (updating for all the farm owners/Land owners personal details).

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

- a) The recently [not more than one month] 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;

2. The following condition will apply:

- a) Quotation must be on an official letterhead of the company.
- b) Prices(s) must be firm and be inclusive of VAT (if applicable)
- c) Price(s) quoted must be valid for (30) days from the date of this offer
- d) Delivery must be made within 14 days. Failure to deliver within 14 days may result in the municipality cancelling the order.
- e) Quotations will be evaluated on 80/20 preference point system. Where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001;
- f) Payment will be effected within 30 days of receipt of invoice.

3. Service Description:

The Municipality is requesting well experienced Service Providers to assist in a process of verifying of all the farm/Land owners ownership details for the process of billing to be presented to the correct owners and for the update of the municipal financial system.

Services must be done, on agreed days from Mondays to Fridays, at mutually agreed times between 08:00 and 16:00.

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Cost of the consumables, distance to be travelled should be included in the quoted fees. Service providers should familiarize themselves with the municipal financial system and the municipal valuation rolls.

4. 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	Weighting
Methodology: work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan) this will form part of the assessment tool during the implementation of the project. No points will be allocated for the methodology.	00	
Extensive company's experience in Data cleansing specifically in municipal environment focus areas being account department/Debtors management. At least two (2) official signed appointment letters or orders on the official municipal letter head for the above mentioned activities (10 maximum points will be provided for the appointment letters/official orders).	10	
<ol style="list-style-type: none"> CV and Certified copies of qualification for the Project Manager with an extensive at least (5) years' or more experience in municipal systems (Venus/solar) and revenue management/data cleansing activities. Experience on Venus/Solar revenue management financial management system should be demonstrated through an official company recognized qualification = 15 points. CV and Certified Copies of at least two (2) Professional Valuers with at-least a minimum number of three (3) years proven experience in valuation activities. A professional valuers certificates will be required. = 5 points. <p>NB: Experience will only be considered for candidates who have all the required qualifications/certificates. The municipal reserve the right to formal verifies all submitted information including qualifications and any misrepresentation will be forwarded to relevant stakeholders.</p>	20	
Total functionality Score	30	

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

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- 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 by 16th March 2020 at 11:00, clearly marked “**Data cleansing project (updating of Land owners account details)**”.
- No quotation will be accepted after the closing date.
- Molemole municipality reserves the right to accept any quotation



Mr Mosena M.L
MUNICIPAL MANAGER
Ref: FIN 8/1/1/11

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