

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 & 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: Ralephenya T.D

Ref: FIN: 8/1/1/08

26 March 2019

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 of Morebeng business and residential personal details).

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

- a. The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- c. Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- d. Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- e. The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]

2. 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, and
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulations of 2001.

Vision: A developmental people driven organization that serves its people

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

1. Service Description:

The Municipality is requesting well experienced Service Providers to assist in a process of verifying of all the rate payers categories for the proper and effective 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.

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.

2. Evaluation Criteria:

Bidders must achieve a minimum of 75% 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	Weight	Applicable Value System
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) signed appointment letters on the official municipal letter head for the above mentioned activities (10 maximum points will be provided for the appointment letters).	10	Poor = 1 Acceptable = 2 Good = 3 Very Good = 4 Excellent = 5
<ol style="list-style-type: none"> 1. CV and Certified copies of qualification for the Data an analysis (at-least a Diploma in Information technology with a minimum number of 5 consecutive years or more of experience in data analysis). 2. CV and Certified copies of a qualification for the GIS specialist with a minimum number of 5 consecutive years or more proven or valid experience in GIS activities. 3. CV and Certified Professional valuer with at-least a minimum number of 5 years proven experience in valuation activities. 	30	
Total functionality Score	40	

- **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 0243** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by 04 April at **11:00**, clearly marked "**Data cleansing project (updating of Morebeng business and residential personal 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
FIN: 8/1/1/08

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