

HEAD OFFICE

303 Church Street
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MOGWADI 0715
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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

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

www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: FIN: 8/1/1/10

15th May 2020

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE MSCOA MUNICIPAL BUDGET VOTES REQUIREMENTS REVIEW AND ANALYSIS FOR 2020/2021 ANNUAL BUDGET: PHASE 2

1. Specification

Description	Duration	Amount
THE MSCOA MUNICIPAL BUDGET VOTES REQUIREMENTS REVIEW AND ANALYSIS FOR 2020/2021 ANNUAL BUDGET: PHASE 2	2 Months	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

The following documentation should be attached to the quotations:

- Central Supplier Database (CSD) summary report(last verified between the date of advert and the closing date)
- A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
- A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- 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)
- Certificate of preferred MSCOA trainer by National Treasury.

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation

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 BBBEE).

Vision: A developmental people driven organization that serves its people"

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

Criteria	Weights	Applicable values
Proof of relevant experience by the bidding company in providing MSCOA coordination and support. Attach 3 appointment letters/Orders with contactable references on Client's company letterhead Attach a maximum of 03 projects only	60	Average = 2 Good = 3
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead. Attach a maximum of 02 projects only	20	Very good = 4 Excellent = 5
Attach the Certificate of preferred mSCOA trainer by National Treasury	20	
Total	100	

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 preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017
- f) 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;

Important Note: Quotation can be submitted through Couriers services or by hand delivery to the following address: 303 Church Street, Mogwadi 0715 and those who will be submitting through courier services are advised to send the courier slip showing the posting date to tebogo@molemole.gov.za

Kindly direct all technical enquiries to **Mr. AS Nkalanga** at 015 501 2317 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **22nd May 2020 at 11h00**, clearly marked **"THE MSCOA MUNICIPAL BUDGET VOTES REQUIREMENTS REVIEW AND ANALYSIS FOR 2020/2021 ANNUAL BUDGET: PHASE 2"** No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


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Mr. Mosena M.L

Municipal Manager

Ref- FIN: 8/1/10

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