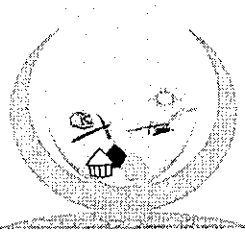


HEAD OFFICE

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: Mabote J

Ref: FIN-8/1/1:04

26 January 2018

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the verification of Government (State owned) account balances and ownership for cost recovery processes.

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:

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.

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

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
Methodology: work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan).	5
Extensive company's experience in Municipal Revenue Management is required. At least a maximum of three signed appointment or reference letters on the official municipal letter head specifically for revenue management activities. (5 points will be provided for an appointment/reference letter)	15
<ol style="list-style-type: none"> 1. CV and Certified copies of the Project Manager (at-least a qualified chartered accountant with a minimum number of 7 consecutive years or more experience in accounting and audit environment) = 20 points. 2. CV and Certified copies of a Day to day Project supervisor (at-least a bachelor of Accounting Science or Bachelor of Accounting honors and demonstrated knowledge in GRAP(GRAP certificate) with a minimum number of 7 consecutive years or more proven or valid experience in revenue management = 25 points. 3. CV and Certified qualification of a data capturer (at-least a degree in financial management/accounting with a minimum number of 5 consecutive years' experience in accounting or audit environment = 5 points. 	50
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, BBEEA of 2003 and preferential procurement regulation of 2001

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 05 February 2018 at **11:00**, clearly marked **"PROPOSAL FOR THE VERIFICATION OF GOVERNMENT (STATE OWNED) ACCOUNT BALANCES AND OWNERSHIP FOR COST RECOVERY PROCESSES"**.

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation


 MR RAMOGALE M.W
 ACTING MUNICIPAL MANAGER

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