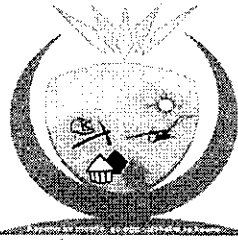


**\*HEAD OFFICE**

303 Church Street  
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Telephone: (015) 501 0243/4  
Fax no : (015) 501 0419  
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**Molemole Municipality**

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MOREBENG 0810  
Telephone : (015) 501 2371  
Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Mabote NJ**

**Ref: 8/1/1:8-FIN**

**06 March 2017**

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE ASSESSMENT OF BUSINESS PROPERTIES BILLING INTEGRITY FROM THE MUNICIPALITY'S FINANCIAL SYSTEM AND RECONCILIATIONS ALL BUSINESS ACCOUNT ON THE MUNICIPAL BILLING AND PREPAID SYSTEM.**

**1. 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.

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

<b>FUNCTIONALITY</b>	
<b>Criteria</b>	<b>Points</b>
<b>Company Experience:</b> ➤ Attach signed reference letters AND testimonials with contactable references on Client's company letterhead. <i>(10 points will be awarded per relevant/similar project. Maximum of 30 points).</i>	<b>30</b>
<b>Methodology:</b> ➤ Work schedule with clear deliverables which will demonstrate effective processes to be followed and time frame for each task (project plan). NB: All proposals will be fully assessed for practicality in respect to the implementation.	<b>20</b>

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

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

<b>Qualifications:</b> <ul style="list-style-type: none"> <li>➤ CV and Certified copies of a project/team leader (at least chartered accountant qualification with 10 years in data management) = 5 points.</li> <li>➤ CV and Certified copies of a professional town planner = 5 points.</li> <li>➤ CV and Certified copies of a project supervisor (at least an accounting degree with certified GRAP training certificate and 5 years' experience in revenue management or data management) =5 points.</li> <li>➤ Data management system/software to be used for verification of information=5 points.</li> </ul>	<b>20</b>
<b>Total functionality Score</b>	<b>70</b>

**The following documentation should be attached to the quotations:**

- a) The recently updated supplier registration summary report (CSD report) printed at least seven days before the closing date.
- 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](http://www.molemole.gov.za)
- d) A fully completed and signed SBD 9 form also downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)

**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 30days 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 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 **15 March 2017 at 11:00**, clearly marked **“Proposal for the Assessment of business accounts”** No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation

  
 .....  
**MR M. MAKHURA**  
**MUNICIPAL MANAGER**

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