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## Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: FIN/014/2022/23

08 February 2023

### REQUEST FOR QUOTATION

**MOLEMOLE MUNICIPALITY IS INVITING FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) TO PROVIDE SUPPORT ON MSCOA BALANCE SHEET BUDGETING FOR 2023/2024 DRAFT BUDGET**

#### 1. Specification

Description	Amount
<b>SUPPORT ON MSCOA BALANCE SHEET BUDGETING FOR 2023/2024 DRAFT BUDGET</b>	
Subtotal	
V.A.T @ 15 %	
Total cost (Including V.A.T)	

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

- The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- Tax compliance status pin
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

#### MSCOA BALANCE SHEET BUDGETING

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

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

**Evaluation guideline**

**Bidders will be evaluated in terms the following two stages**

**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 Specific Goal).

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 <b>Attach a maximum of 03 projects only</b>	60	Average = 2 Good = 3 Very good = 4
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead and a confirmation letters from the municipality that uses SOLAR or Venus.	20	Excellent = 5
Attach the Certificate of preferred mSCOA trainer by National Treasury	20	
<b>Total</b>	<b>100</b>	

**Stage 2: Evaluation on Price and Specific Goals**

- Bidders must attach supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

**MSCOA BALANCE SHEET BUDGETING**

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**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 specific goal as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) 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;

Kindly direct all technical enquiries to **Ms. Wiso P M** at **015 501 2303** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **15 March 2023 at 11h00**, clearly marked "**SUPPORT ON MSCOA BALANCE SHEET FOR 2023/2024 DRAFT BUDGET**" "No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**Mr. Makgatho K.E**

**Municipal Manager**

**Ref-FIN/014/2022/23**

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