

**HEAD OFFICE**

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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 4332  
 Fax no : (015) 397 4334

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

**Enquiries: Ralephenya T.D**

**Reference: FIN: 22/1/1/03**

18<sup>th</sup> January 2022

### REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) TO UPDATE ASSET REGISTER ON MUNICIPAL SYSTEM ASSET MODULE:

#### 1. Specification

Description	QTY	Amount
<b>Update the following reports on Municipal System Asset Module:</b>		
Revaluation of Heritage Assets	01	
Residual Amounts	01	
Review of useful lives	01	
Unbundled of Assets	01	
Current year assets purchased	01	
Skills transfer to internal officials during project implementation.	02	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

#### 2. 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)
- Tax compliance status pin
- 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)
- A fully completed and signed declaration of interest form which is downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)
- A fully completed and signed MBD 9 form also 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***

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

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

### 3. Functionality

Under functionality, Bidders must achieve a minimum of 80% of required points for functionality (quality) in order to be considered for further evaluation in stage 2\_(Evaluation on Price and BBBEE). Bidders that score less than 80% of required points will be disqualified:

Criteria	Weights	Applicable values
Proof of relevant experience by the bidding company in providing Assets management 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
Completed traceable financial accounting projects on Municipalities uses SOLAR or VENUS. Attached 2 appointment letters/Orders with contactable references on Client's company letterhead. <b>Attach a maximum of 02 projects only</b>	20	Very good = 4 Excellent = 5
Attach the Certificate of Chattered Accountant certificate	20	
<b>Total</b>	<b>100</b>	

#### 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 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;

Kindly direct all technical enquiries to **Mr Masilo Malola at 015 501 2315** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **26<sup>th</sup> January 2022 at 11h00**, clearly marked **"UPDATE THE ASSET REGISTER"** "No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**Mosena M.L**

**Municipal Manager**

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