

HEAD OFFICE

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MOGWADI 0715
Telephone: (015) 501 0243/4
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Molemole Municipality

MOREBENG BRANCH OFFICE

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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: Ralephenya T.D

Ref: FIN: 8/1/1/08

18 March 2019

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for Cash Management and Collection for Municipal Offices.

1. The following documentation should be attached to the quotations:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between **the advert date and the closing date**]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) 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)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

N.B. Failure to attach the above documents (a, b, d & e) will disqualify the bidder from further evaluation.

1.2 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) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e) Payment will be effected within 30 days of receipt of invoice.

Service Description:

- The services must include the collection of cash from all the municipal sites and to deliver the cash to your designated bank
- Services must be done, on agreed days from Mondays to Fridays, at mutually agreed times between 08:00 and 16:00. The service fee must exclude Public Holidays and services must be done on the first scheduled service day, following the public holiday
- Services must be done using temper evident bags, which must be supplied to the site by the Service Provider. Any alternative containers, such as canisters, should be approved by Municipality.
- **The service provider will be required to bank the amount direct to the municipal bank account not transferring the collected amount to a third party for banking processes.**

Vision: A developmental people driven organization that serves its people

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

2. Services must be done using tamper evident bags and the cost of the consumables should be **Included** in the quoted fees and should be indicated on the quoted amount. The cost should include all the necessary consumables including the followings: Tamper evident bag per service, Envelope per service and the safe key bag.

item	Description	Number of Collections per week	Rate (R)	Total R
1	Mogwadi Municipal Office			
2	Morebeng Municipal Office			
3	Mogwadi DLTC			
4	Morebeng DLTC			
SUB TOTAL EXCL				
VAT 15% (IF REGISTERED FOR VAT. PROOF MUST BE ATTACHED				
GRAND TOTAL INCL VAT				

FUNCTIONALITY

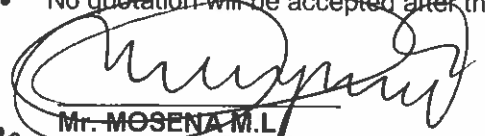
Evaluation Criteria

The bid will be evaluated based on:

- **Functionality**, bidders must achieve a minimum of 80% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value system
Proof of RELEVANT experience on Cash management and Cash Collection projects Attach a maximum of Six 06 appointment letters AND testimonials with contactable references on Client's company letterhead.	30	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
Specify the Municipal insured value attached to movement of funds and the insurance attached to the non-collected funds due to the Service Provider's faulty.	30	
Methodology: work schedule with clear deliverables and the daily collection frame	20	
Total functionality Score	80	

- Kindly direct all technical enquiries to **Mr. Nkalanga AS** at **015 501 0217** between 08:00 and 16:00.
- All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by 25 March 2019 at **11:00**, clearly marked "**Cash Management and Collection for Municipal Offices**".
- No quotation will be accepted after the closing date.


 Mr. MOSENA M.L.
 MUNICIPAL MANAGER
 Ref: FIN: 8/1/1/08