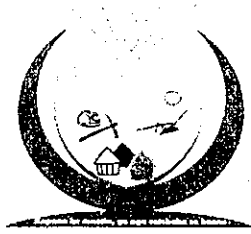


HEAD OFFICE

303 Church Street
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Telephone: (015) 501 0243/4
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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: Mashatola D

Ref: 8/1/1:12 FIN

15 June 2017

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD for the development of municipal internal control operational procedure manuals which will link to the municipal policies, by-laws and regulations.

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, BBEEA 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.

Vision: A developmental people driven organization that serves its people

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 BBBEE). 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).	10
1. CV and Certified copies of a legal specialist (at-least a Bachelor degree in Law with a minimum of 5 year or more experience in legal practice) =25 points 2. CV and Certified copies of an accounting or financial procedure/reporting specialist (at-least a qualified chartered accountant with 5 years or more experience in municipal environment with an extensive knowledge in municipal regulations, acts and treasury circulars) = 25 points.	50
Total functionality Score	60

- **Preference point system, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001

Kindly direct all technical enquiries to **Mr. Moloko KE at 015 501 0243** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest by **23 June 2017 at 11:00**, clearly marked "**Proposal for the development of municipal internal control operational procedure manuals which will link to the municipal policies, by-laws and regulations.**"

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation


PP
MR N.J. MAKHURA
MUNICIPAL MANAGER

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