



SUPPLY CHAIN MANAGEMENT OFFICE

PUBLIC NOTICE	SCM018/2022/2023	DATE	11/11/2022
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MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR REVENUE DATA CLEANSING.

THE APPOINTED SERVICE PROVIDER IS EXPECTED TO DELIVER ACCORDING TO THE FOLLOWING SPECIFICATIONS:

Revenue data cleansing;

Scope of work

- Data cleansing – provide methodology/work plan
- Analyse the arear debt in the municipal books to determine whether there are accounts that are untraceable, inaccurate, etc. and require some writing – off or any adjustments
- Review policies and procedures for upkeep of the data base after cleansing and ensure that the policies are aligned to the applicable legislations.

Functionality;

Criteria	Required Documents	Maximum Points
Company Relevant Experience <ul style="list-style-type: none"> • 3 Projects – 30 Points • 2 Projects – 20 Points • 1 Project – 10 Points 	Purchase order/Letters of appointment	30
Project Manager Bcom Accounting with CA 3 Years relevant experience	Attach CV, Certified ID copy and certified qualifications	20
Bidders must score a minimum of 30 Points to be evaluated further		

MKLM plans to address socio-economic issues (with specifics on numbers to be achieved) which include:



1. Maximisation of job opportunities (labour histograms);
2. Creation of opportunities and meaningful involvement of local SMMEs;
3. Proof of office locality (e.g. municipal account, title deed, and lease agreement etc. must be attached

Bids will be evaluated and adjudicated in accordance with the following legislation:

1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

*******IMPORTANT NOTE.**

THE FOLLOWING COMPULSORY RETURNABLE DOCUMENTS MUST BE SUBMITTED TOGETHER WITH A QUOTATION. NONE SUBMISSION OF THESE DOCUMENTS WILL INVALIDATE YOUR QUOTATION.

COMPULSORY LIST OF RETURNABLE DOCUMENTS

1. Fully Completed MBD 4 – Declaration of interest form – obtainable from SCM office / rates hall / municipal website
2. Fully Completed MBD 9 – Certificate of independent Bid Determination – Obtainable from SCM office / rates hall / municipal website
3. BBB-EE Certificate/Sworn affidavit – no certificate attached, no points
4. Certified Green Bar Coded ID or Smart Card of company directors/ Members/ Owner
5. Tax Clearance certificate/ Tax Pin
6. Central Suppliers Database registration report (CSD)
7. Company Registration Certificate (except for Sole Proprietors)
8. Current Statement of municipal account (rates and taxes) not older than 3 months
- 10.1 Provide an affidavit of the account holder in a case where a bidder is working from home If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
11. Provide affidavit from South African Police (SAPS) and Proof of residence if you reside in a village where you do not pay rates and taxes **“stating that you do not pay rates and taxes of the company and you are working from home”**
- 11.1 If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.



12. Current statement of Municipal account(rates and taxes)not in Arrears for the period of over three months, proof of residence for directors/members of the company or close corporation and affidavit stating that you work from home and you are not paying rates and taxes of the company.

NB: COPIES OF CERTIFIED COPIES WILL NOT BE ACCEPTED.

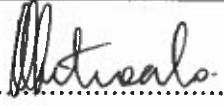
NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED.IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES.

Quotations can be marked for the attention of the Municipal Manager, "SCM.../2022/2023- REVENUE DATA CLEANSING and deposited in the Tender box situated at Civic Centre, Rates Hall.

CLOSING DATE	22/11/2022
TIME	10H00

- The municipality reserves the right to negotiate conditions and requirements with the successful bidder and is not obliged to appoint the lowest or any proposal submitted.
- Quotations received after the closing date and time will not be accepted.

Enquiries can be directed as follows		
Specifications Enquiries	Ms M.Kgabo	0711943873/ 014 555 1350
Procurement Enquiries	Mrs S.Marule	014 555 1313


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Mr. M.V. Letsoalo
MUNICIPAL MANAGER