



SUPPLY CHAIN MANAGEMENT OFFICE

PUBLIC NOTICE	SCM031./2022/2023	DATE	09/02/2023
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MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR PROVISION OF A BACK OFFICE ADMINISTRATIVE SERVICES.

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

- Traffic contravention management system
- Automated number-plate recognition roadblock trailer system
- Loan speed law enforcement camera-Trucam
- Camera offence image upload, validation and verification
- Reporting and audits
- Notice registering and maintenance
- Summoning, court and warrants
- Payment processing
- System, camera and trailer unlimited support

Functionality

COMPANY EXPERIENCE	DESCRIPTION OF REQUIREMENT	POINTS
Company experience 1. Project completed=20 2. Project completed=30 3. Project completed=50	Attach order or appointment letter(public sector)	30
Indicate bidder's overall percentage success rate with collection speed fines. • Above 59%=20 • Between 41% and 59%=15 • Below 41%=10	Substantiating document to be marked "ANNEXURE A"	20
Bidders must obtain a minimum of 30 points out of 50 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;



[Handwritten signatures and initials]

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. Procurement regulations 2022
5. 80/20 preference point system will be applied to this bid.
 - 80 points will be for bid amount
 - 20 points will be for specific goals

Specific goal	Number of points	Proof of claim
Locality	10	Office address on the company registration document issued by CIPC
Moses Kotane Local Municipality	7	
Bojanala District	2	
North West	1	
Outside North West Province	0	
Youth (18-35 years)	5	Certified identity document
Woman	3	Certified identity document
Disabled people	2	Full CSD Report (Not summary)

*******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 number
 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. Provide affidavit from south African Police(SAPS)and Proof of residence if working from home
 9. 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”**
 10. 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.
 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.
- 11.2** 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 ACCEPTABLE.

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,
“SCM031../2022/2023- PROVISION OF A BACK OFFICE ADMINISTRATIVE

Enquiries: Seagang Marule
Tel : 014 555 1313
Fax : 014 555 6368
Ref.:
E-mail: SLetsholo@moseskotane.gov.za



MOSES KOTANE
LOCAL MUNICIPALITY

SERVICES and deposited in the Tender box situated at Civic Centre, Rates Hall.

CLOSING DATE	16/02/2023
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	Mr I Moloantoa	014 555 1366
Procurement Enquiries	Ms S Marule	014 555 1313

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Mr. M.V Letsoalo
MUNICIPAL MANAGER



Stand No.933 , Station Road , Unit 3 , Mogwase Shopping Complex , Mogwase
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