

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

**RFQ: F (B&T) 02/2021**

**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED FINANCIAL SERVICE PROVIDERS TO CONDUCT TRAINING TO MUNICIPAL OFFICIALS FOR MUNICIPAL STANDARD CHART OF ACCOUNTS.**

**Advertising date: Thursday 20 May 2021**

**Closing date and time: Thursday 27 May 2021 @ 11:00AM**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box

**The following conditions will apply:**

1. Supply Chain Management Unit, Financial Management Services Department, Civic Centre, Krugersdorp.  
The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
2. To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
3. According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
4. All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za)
5. Bidders must ensure compliance with their tax obligations.
6. Bidders (Taxpayers ) will need to register with SARS as E-Filers through the SARS's website @[www.sars.gov.za](http://www.sars.gov.za).
7. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
8. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges
9. Bidders must submit/ write their tax compliance status(TCS) number and CSD MAAA number.
10. Bidder/s that failed to submit or write TCS and CSD MAAA numbers will be rejected.
11. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TCS)
12. No late quotations delivered after the official closing date and time will be accepted.
13. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
14. Price(s) quoted must be firm and must be inclusive of VAT.
15. A firm delivery period must be indicated.

16. All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
17. Bidders must print the following documents from MCLM website under quotations.
- **MBD 1. Invitation to bid**
  - **MBD 4. Declaration of interest**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 8: Declaration of bidders past supply chain management practices.**
  - **MBD 9: Certificate of independent bid determination.**
  - **Sworn Affidavit: B-BBEE-EME (Original stamp from the Commissioner of Oath not a copy)**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

18. No quotation will be considered from persons in service of the state (MBD4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	<b>F (B&amp;T) 02/2021</b> FROM EXPERIENCED FINANCIAL SERVICE PROVIDERS TO CONDUCT TRAINING TO MUNICIPAL OFFICIALS FOR MUNICIPAL STANDARD CHART OF ACCOUNTS	
<b>ADVERTISING DATE:</b>	Thursday 20 May 2021	
<b>DEPARTMENT:</b>	Department: Finance : Division: Budget and Treasury	
<b>Central Supplier database MAAA:</b>		
<b>Tax Compliance Status (TSC) Pin:</b>		
<b>DESCRIPTION OF SERVICE</b>	<p align="center"><b>TERMS OF REFERENCE</b></p> <p><b>1. INTRODUCTION</b></p> <p>Mogale City Local Municipality invites quotations from experienced financial service providers to conduct training to municipal officials for municipal Standard Chart of Accounts.</p> <p><b>2. SCOPE OF WORK</b></p> <p>1. mSCOA Municipal Budgeting Reporting Regulations.</p> <p>To provide training on how to populate data strings to schedule A, B and C of the Municipal Budget Reporting Regulations (MBRR).</p> <p><b>3. Movement accounting in all the segments</b></p> <p>1. Financial Performance 2. Financial Position 3. Cash Flow 4. Conditional Grants 5. Water Inventory</p> <p><b>4. Budgeting in all the segments</b></p> <p>1. Financial Performance 2. Financial Position 3. Cash Flow 4. Conditional Grants 5. Water Inventory</p>	

**5. Minimum Requirements**

1. Accredited training provider with the CIGFARO.
2. Four years mSCOA Training Experience.
3. Extensive knowledge of *mSCOA* standards at least four years.
4. Hands on implementation experience.

**6. Timeframe for deliverable**

The service provider should indicate the duration of the training. The service provider must have an option of online training in case of Covid 19 third wave.

**7. Project Costing**

In terms of the Municipality's Supply Chain Management procedures quotations are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential registered financial service providers are required to prepare a plan of work with clear cost estimates based on the information provided in this specification, as this will facilitate a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person(s) allocated to each task, hourly rate to be charged and number of hours allocated for each task and disbursements.

All assumptions made in preparing the cost estimate must be clearly indicated in the quotation.

**8. Delegates**

14 Municipal officials will attend the training.

**TECHNICAL EVALUATION CRITERIA**

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring. These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 11 out of 20 points are achieved.

**TECHNICAL EVALUATION**

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE						
1	<ul style="list-style-type: none"> <li>Accreditation and experience of one individual team member in relation to the requirements set out within this project specification and may not be changed at time of implementation without prior notice to the client (MCLM) – CV’s and proof of accreditation with Chartered Institute of Government Finance Audit Risk Officers. (CIGFARO)</li> </ul> <table border="1" data-bbox="509 611 961 884"> <thead> <tr> <th data-bbox="509 611 703 682">Experience</th> <th data-bbox="703 611 961 682">Required Qualifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 682 703 753">4-5 years (4)</td> <td data-bbox="703 682 961 753">-Accredited (1)</td> </tr> <tr> <td data-bbox="509 753 703 884">6+ years (6)</td> <td data-bbox="703 753 961 884">- completed minimum of 3 similar projects (3)</td> </tr> </tbody> </table>	Experience	Required Qualifications	4-5 years (4)	-Accredited (1)	6+ years (6)	- completed minimum of 3 similar projects (3)	10	8
Experience	Required Qualifications								
4-5 years (4)	-Accredited (1)								
6+ years (6)	- completed minimum of 3 similar projects (3)								
2.	<ul style="list-style-type: none"> <li>The service providers experienced and track record of similar or relevant works. Attach reference letters from the previous clients to substantiate the experience.</li> </ul> <p>3-5 clients = 3 points 5-10 clients =6 points 10 clients plus = 10 points</p>	10	3						
		20	11						

- For the purpose of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information on substantiation of compliance to the evaluation criteria.
- The service provider should at least score a minimum of 11 points out of the 20 in order to be considered in the next evaluation phase.
- All information and particulars necessary to properly evaluate the RFQ must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

<b>POINT SCORING</b>	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below: The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>• 80 points for Price</li> <li>• 20 points for BBBEE level of contribution</li> </ul> <table border="1" data-bbox="574 296 1313 709"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> </tr> <tr> <td>2</td> <td>18</td> </tr> <tr> <td>3</td> <td>14</td> </tr> <tr> <td>4</td> <td>12</td> </tr> <tr> <td>5</td> <td>8</td> </tr> <tr> <td>6</td> <td>6</td> </tr> <tr> <td>7</td> <td>4</td> </tr> <tr> <td>8</td> <td>2</td> </tr> <tr> <td><b>Non-compliant contributor</b></td> <td><b>0</b></td> </tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	<b>Non-compliant contributor</b>	<b>0</b>
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<b>Non-compliant contributor</b>	<b>0</b>																				
<b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Company registration documents</li> <li>• Certified Copies of ID's of members/directors (not copy of a copy)</li> <li>• Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>• <b>MBD 1. Invitation to bid</b></li> <li>• <b>MBD 4. Declaration of interest.</b></li> <li>• <b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li>• <b>MBD 8: Declaration of bidders past supply chain management practices.</b></li> <li>• <b>MBD 9: Certificate of independent bid determination.</b></li> <li>• <b>Schedule (fixed prices including Vat)</b></li> <li>• <b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li>• <b>Copy of latest municipal account/signed lease agreement by both parties.</b></li> <li>• <b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➤ <b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></li> <li>➤ <b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></li> </ul> </li> </ul>																				
<b>CLOSING DATE AND TIME</b>	Thursday 27 May 2021 @ 11:00AM																				
<b>SUBMISSION OF QUOTES</b>	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp																				
<b>ENQUIRIES:</b>	Tshepo Menyatso /Binang Monkwe @ (011) 951-2519/0812521499/(011)951 – 2499/2092 tshepo.menyatso@mogalecity.gov.za/binang.monkwe@mogalecity.gov.za																				

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: ..... Tel No/ Cell No :.....

Contact Person ..... Fax Number .....

Residential Address	Postal Address
.....	.....
.....	.....
.....	.....
.....	.....

E-mail address: .....

**Supplier Number (CSD) MAAA: .....**

**Tax Compliance Status (TSC) Pin: .....**

.....	.....
Signature	Date