



Ref: Granny Mogatoe (SCM)
Tel: (011) 951-2541/2511

Fax: (011) 951 2433
grannym@mogalecity.gov.za

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/services listed hereunder:

RFQ: F(CFO) 03/2012:QUOTATIONS ARE INVITED FROM SERVICE PROVIDERS FOR THE DEVELOPMENT OF FINANCE INTERNAL CONTROL SYSTEM AND PROCEDURES FOR MOGALE CITY LOCAL MUNICIPALITY

Advertising date: Tuesday 15 November 2011

Closing date and time: Tuesday 22 November 2011 @ 11:00

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 1

The following conditions will apply:

- Quotation documents can be downloaded from the website www.mogalecity.gov.za or collected from the Supply Chain Management Unit, Finance Dept, 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.
- 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.
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
- **SERVICE PROVIDER/S MUST SUBMIT THEIR BBEE CERTIFICATE OR A LETTER FROM A REGISTERED AUDIT FIRM IN CASE OF EXEMPTED MICRO ENTERPRISE S(EME)**
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (7 points);**
 - **MBD 6.3: Promotion of SMME's (3 points)**
 - **MBD 6.11: Preference points to Mogale based companies (10 points)**
 - **MBD 8: Declaration of bidders past supply chain management practices**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)

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

Mogale City Local Municipality requests a quotation on the goods and/or services 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.

RFQ NUMBER:	Q – F(CFO)03/2011
ADVERTISING DATE:	15 November 2011
DEPARTMENT:	Finance: CFO
DESCRIPTION OF GOODS/SERVICES	<p style="text-align: center;">TERMS OF REFERENCE</p> <p>Proposals are hereby invited from qualified, competent service providers for the development of finance internal control systems and procedure based on all legislation in finance. The internal control systems and procedures will be for the following sub-directorate in Finance</p> <ul style="list-style-type: none"> ➤ Supply Chain Management ➤ Budget ➤ Expenditure ➤ Revenue <p>1. SCOPE OF WORK</p> <p>The scope of work for the project will include but not limited to the following:</p> <p>3.1 An assessment of the existing finance internal control systems and procedures if any , both administrative and technical , in order to ensure better service delivery by developing finance internal control systems and procedures as required;</p> <p>3.2 Provide a methodology for the review of existing if any finance internal control systems and procedures and develop the new finance procedures and systems.</p> <p>2. DELIVERABLES</p> <ul style="list-style-type: none"> 2.1 Status Quo Report, which includes but not limited to the following: <ul style="list-style-type: none"> 2.1.1 Status of existing finance systems and procedures if any; 4.2 Methodology for developing internal control system and procedures. 4.3 A proposal, which includes a costed development internal control systems and Procedures.

	<p>3. SKILLS AND EXPERTISE REQUIRED</p> <p>The successful service provider’s skills and expertise should include but not be limited to the following:</p> <ul style="list-style-type: none"> • Experience and expertise in the field of development of internal control system and procedures; • Proven track record in the field of internal control system and procedures or similar and relevant work; • Understanding of the local government environment and/or the public sector in general; • Project management experience; • Report writing skills; • Administrative support. <p>4. PROJECT COSTING</p> <p>In terms of the Municipality’s procurement procedures proposals are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential 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, persons allocated to each task, hourly rate to be charged and number of hours allocated for each task and disbursements.</p> <p>All assumptions made in preparing the cost estimate must be clearly indicated in the proposal.</p>
<p>EVALUATION CRITERIA:</p>	<p>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"> • 80 points price • 40 points functionality • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 6 points ○ Female Equity (MBD 6.1) 2 points ○ Disabled ownership (MBD 6.1) 1 point ○ Promotion of SMME’s (MBD 6.3) 3 points ○ Mogale Based companies (MBD 6.11) 8 points

CRITERIA FOR EVALUATING TECHNICAL PROPOSALS

All proposals received will be evaluated on the 80/20 points scoring basis. The criteria for the evaluation of the technical aspects of the submitted proposal will include, but not limited ,to the following elements:

NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	Qualifications and expertise of the individual team members in relation to the requirements set out within this project specification(attached CV,s)	10	
2.	The potential service provider's track record of similar or relevant work. 1-2 years = 3 points 3-5 year = 6 points 6 + year = 10 points	10	
3	Infrastructure and resources	10	
4.	Understanding of the mandate and functioning of the Municipality, the public service in general and this project specification..	10	

Services Providers must score a minimum of 30 out the 40 points to be considered for further phase of evaluations process.

For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 30 points in respect of functionality will be disqualified.

OTHER DOCUMENTS REQUIRED:

- Original, valid tax clearance certificate
- Company registration documents
- Copies of ID's of shareholders
- Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11 and MBD 8 and MBD 9
- Copy of latest municipal account
- Price schedule (fixed prices including Vat)

CLOSING DATE AND TIME:

22 November 2011 at 11h00

SUBMISSION OF QUOTES

Tender box 1
Reception Desk of SCM Unit
Upper Level West Wing
Civic Centre
Krugersdorp

ENQUIRIES:	Renell Liebenberg -011 951 – 2038 / 083 764 5202 at Supply Chain Management

Conditions:

- All price quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the duration of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to de used on the quotation documentation- This will lead to instant disqualification.

SIGNATURE OF BIDDER

CAPACITY OF BIDDER