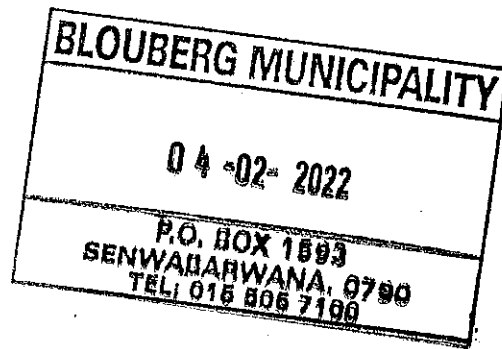
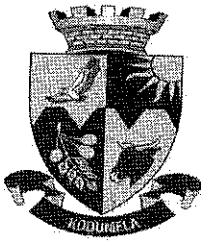


Blouberg Municipality



P.O. Box 1593
SENWABARWANA 0790
Tel: No.: 015 505 7100

E-mail: info@blouberg.gov.za

01 FEBRUARY 2022

REQUEST FOR QUOTATION (RFQ)

ALL PROSPECTIVE BIDDERS REGISTERED ON CENTRAL SUPPLY DATABASE (CSD) ARE HEREBY INVITED TO SUBMIT PROPOSALS WITH QUOTATIONS FOR UPLOADING/TAKE-OFF INVENTORY OF THE MUNICIPAL FINANCIAL/ SYSTEM (SOLAR).

SPECIFICATION

DESCRIPTION	Amount
UPLOADING/TAKE-OFF INVENTORY OF THE MUNICIPAL FINANCIAL/ SYSTEM (SOLAR).	
- Alignment of Inventory register from excel spreadsheet to the financial system considering mSCOA(Solar)	
- Uploading the Inventory register into the Solar system	
- Verify the completeness of the Inventory register	
- Full alignment with GRAP standards and applicable standards	
- Skills Transfer (as per the above mentioned scope/activities of the project)	
TOTAL	

The following documents are compulsory for all Bidders:

- Copy of the up-to-date central supplier database CSD registration report detailing all compliance requirements [last verified between the advert date and the closing date]
- Certified BBBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Attach **MBD4, MBD 6.1, MBD8** and **MBD9** downloadable from Municipal website, www.blouberg.gov.za
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

EVALUATION CRITERIA

The bid will be evaluated based on:

- **Functionality = 50 points** (Bidders who score less than the minimum of 75% will be disqualified from further evaluation)

Criteria	Weight	Applicable Value System
COMPANY EXPERIENCE IN LOCAL GOVERNMENT		
✓ Bidder must demonstrate experience in executing projects of this nature in local government (Preparation of AFS).	20	

[REFERENCE: RFQFIN/05/2021/22]


<i>[Attach atleast five (5) relevant appointment letters with the linking testimonials from the Municipality on their letter-head]</i>		
COMPANY EXPERIENCE IN SIMILAR FINANCIAL SYSTEM ✓ Completed financial accounting projects on municipalities that uses Solar (Venus) system. <i>[Attach at least Three (3) appointment letter with corresponding testimonial letter on client 's letter head]</i>	20	
CAPACITY OF KEY PERSONNEL Detailed CV's of the Team members ✓ Detailed CV of a Company Director with CA(SA), SAICA registration of the team member: indicating 10 years work experience im finance and audit. <i>[Attach the certified copies of the certificates of their qualificatiuons]</i>	10	Poor = 1
REGISTERED PROFESSIONAL BODIES ✓ Registration of the company with IRBA <i>[Attach atleast the certified copie]</i>	10	Average = 2
PROJECT PLAN ✓ Methodology <i>[Attach a project plan outlining key activities & time frames, as per the project scope]</i>	5	Good = 3
SKILLS TRANSFER METHODOLOGY ✓ Staff training plan for transfer of skills (indicate how this will be implemented and measured). Highlight the necessary knowledge and skills that will be transferred supported by the time frames. <i>[Attach the plan for method of skills transfer]</i>	5	Very good = 4 Excellent = 5
TOTAL	70	

The following condition will apply:

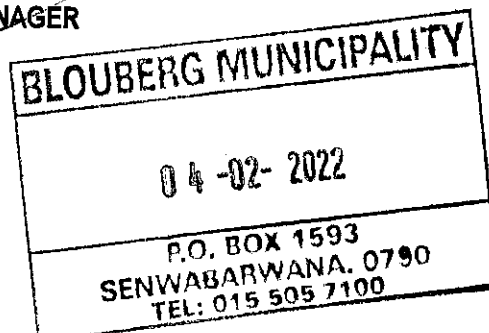
- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M (015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

[NB This regulation must not be read as affecting a person's rights to approach a court at any time]

All quotations must be submitted in a sealed envelope marked "UPLOADING/TAKE-OFF INVENTORY OF THE MUNICIPAL FIANCIAL/ SYSTEM (SOLAR), at reception in the tender box before/on the 11 February 2022 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, MF MAKOBELA MM and LEDWABA K.J for SCM related matters on 015 - 505 7100.


RAMOTHWALA R.J
ACTING MUNICIPAL MANAGER

04/02/2022
DATE



[REFERENCE: RFQFIN/05/2021/22]