



MOHOKARE
LOCAL MUNICIPALITY

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REQUEST FOR QUOTATIONS

DATA CLEANSING

SCM CONTACT PERSON:	Mr. T. Lebete
TELEPHONE NUMBER:	(051) 673-9600/ 064 472 2549
E-MAIL ADDRESS:	lebete2012@hotmail.com
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mr. D. Rannetla Revenue Manager Rannetlad27@gmail.com 0768284069
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/19/RFQ/2026 DATA CLEANSING can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950 Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/19/RFQ/2026
BID VALIDITY PERIOD:	120 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	18/02/2026
CLOSING DATE:	27/02/2026
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	None

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.

Scope of Work

- Provide an identification number for every account holder (individual, company or trust).
- Ability to trace debtor without accurate ID number or company registration number.
- Provide the latest available contact details for each account holder (telephone numbers/cell phone number, email address and residential address). In case of married couples, the contact details of the spouse must be provided.
- Confirm debtors who are deceased, deregistered, liquidated or in process of liquidation.
- The identification numbers and contact details must be provided in bulk for uploading to our accounting system.
- Reconciliation of valuation roll to billing file. Commence with obtaining a record of all properties within the municipal area from deeds office, then reconcile the valuation roll to the municipality financial management system.

It is essential for valuation and billing purposes that all properties are recorded in both the valuation roll and the customer Masterfile and that the attributes of the property (size, usage, ownership) are recorded correctly. This is especially important where stands have recently been consolidated or sub-divided.

- Provide bulk processing of the accounts receivable file to identify account holders that could qualify for indigent assistance in terms of the municipal indigent policy.
- Classification (active/inactive, customer type, owner/tenant)
- Tariff applicable to customer type and service

The following conditions will apply:

- The quoted price must be firm and inclusive of VAT, when applicable.
- Quotations must be submitted on your company's official documentation with a letterhead, and must be signed and stamped.
- Provide proof that the supplier meets the criteria of specific goals listed below to qualify for points.
- An original Tax Clearance Certificate or sufficient evidence that tax matters are in order with SARS must be attached.
- Attach a CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website
(Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

NB: The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.
- (d) Tenders listed in the National Treasury's register of defaulters

Functionality Criteria

Bidder evaluation criteria for functionality	Weight	Scores	Points allocations
Company Capacity/Experience in Similar Work (Data Cleansing). Appointment letters and corresponding reference letters from the institution where the same service was rendered. Failure to provide Letter of appointment and the corresponding reference letter will warrant zero (0) score. NB: Appointment letter and reference letter must be on the company letterhead with contact details where the same service was rendered. Non-attachment of the above, the bidder will score zero points	40	Six (6) signed Appointment letters and corresponding reference letters or more Between 3 to 5 signed Appointment letters and corresponding reference letters Between 1 to 2 signed Appointment letters and corresponding reference letters	40 20 10
Experience of the project leader and team leader in the field of data cleansing	20	Attach detailed CV, certified copies of ID and qualifications. Project leader with NQF level 7 qualification in finance or equivalent and minimum of 5 years' relevant experience. Project leader with NQF level 6 qualification in finance or equivalent and minimum of 5 years' relevant experience Team leader with NQF level 5 qualification in finance or equivalent and minimum of 3 years' relevant experience. Team leader with NQF level 4 qualification in finance or equivalent and minimum of 3 years' relevant experience.	12 8 5 3

Presentation of project implementation plan with linkage to successful revenue enhancement. Presentation must outline the following: • Practical strategy • Legislation and legal compliance • Human resources and reporting • Strategic innovation and project management	40	Poor (score 05)	05
		Satisfactory (score 20)	20
		Good (score 40)	40
	100		TOTAL

The bidder must obtain a minimum score of 70% of points allocated for quality (functionality) to advance to the next stage of pricing and specific goals

Evaluation Criteria

- Submit proof of related projects previous completed
- The final evaluation will be done in terms of the Mohokare's Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

Evaluation Criteria for Specific goals

Specific Goals will be awarded as follows

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Mohokare local municipality	10	5
Within the boundaries of Xhariep District	6	3
Within the boundaries of the Free State	4	2
Outside of the boundaries of the Free State	2	1

Municipal Account or Lease Agreement of Company to be obtained as evidence

Black owned	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100%	10	5
51% and above but less than 100 %	8	4
less than 51%	6	3
not black owned	4	2

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

NB: No quotations will be considered from persons in the service of the state

***MSCM Regulations:** "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature

Recommended / Not Recommended

Approved / Not Approved



Mr. V. Litabe
Acting – Chief Financial Officer



Mr. M. Mohale
Acting-Municipal Manager