

RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000
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www.ratlou.gov.za

Postal Address
Private Bag X 209
Madibogo
2772

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Prospective Service Providers are hereby requested to submit formal written price quotations as per the attached specifications:

DESCRIPTION: REQUEST FOR PROPOSAL TO PERFORM REVENUE ENHANCEMENT ON A RISK BASIS FOR A PERIOD OF 1 MONTH FOR RATLOU LOCAL MUNICIPALITY

TENDER NUMBER: NW381/BTO15-02/2021/2022
DATE PUBLISHED: 17 February 2022
CLOSING DATE: 28 February 2022
TIME: 11h00
SUBMISSION ADDRESS: RATLOU LOCAL MUNICIPALITY TENDER BOX (Generally open
24 hours and 7 days a week)
R507 DELAREYVILLE ROAD
SETLAGOLE
2772

The following documents should be submitted with your quotation:

- Valid Original Tax Clearance Certificate;
- Proof of Business Registration certificate obtainable from CIPC;
- Certified copy of BBBEE Certificate;
- Recent statement as proof of payment of municipal services (rates, Taxes, water, etc.) for both the company and all directors of the company;
- Recognizable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord;
- Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority not older than three months;
- Certified ID Copies of all directors as they appear on the CIPC

NB: No copies of certified copies will be accepted
All certified copies should not be more than three months old from the date of this publication

REVENUE ENHANCEMENT ON A RISK BASIS

O.P
T.M
M.I

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer;
- Price(s) quoted must be inclusive of VAT (if registered);
- Quotation should be submitted with MBD4, 7.2, 8 and 9 downloadable from Municipal Website (www.ratlou.gov.za);
- 80/20 Preferential Point System will apply;

NB: Failure to comply with these conditions may invalidate your offer.

TERMS OF REFERENCE/SPECIFICATION

The purpose of this project is to appoint experienced and competent service providers to assist Ratlou Local Municipality with correction of municipal valuation roll on government properties and preparation of reconciliations for claims to be submitted to relevant departments.

1. PROJECT SCOPE

The tasks that will be required from the successful bidder for this project will consist of the followings:

- (i) Performing property valuation integrity checks for government properties.
- (ii) Compiling corrections to be made in the valuation roll on Agricultural, Business and Government Properties.
- (iii) Preparation of reconciliation of rates and taxes that will support the invoice claim on government debts.
- (iv) Collection of arrears from various departments.
- (v) Identify/ reconcile property owners from government
- (vi) Register for properties that belong to the specific department

2. EXPERTISE REQUIRED

- (i) The successful bidder and its personnel must have Sound knowledge of the Municipal Property Rates Act.
- (ii) This project further requires that the successful bidder must have a general sound knowledge of debt collection; including the means to trace persons and skills to motivate people to make payments. Adequate practical experience in the planning and collection of debt; processes followed, the recording and analysis of the number of persons contacted, payments received and amounts collected per time frame in particular, will be a strong recommendation.

3. TIME FRAMES, DELIVERABLES AND DURATION OF APPOINTMENT

It is required that the successful Bidder will:

- (i) Commence with preparation of work on the Project within a period not exceeding one (1) week maximum, after notification that his/her Bid was accepted;
- (ii) Prepare and submit to the Municipality for consideration and approval a detailed project plan containing information on how the project will be conducted; time frames and the supporting systems and means that will be utilised.
- (iii) The total duration of the appointment will be for a period of one (1) month with an option for one (1) month renewal based on the quality of service and performance.

4. SPECIAL PROVISIONS OF THE CONTRACT

- (i) The remuneration of the appointed companies will be on commission based on a percentage of the total value of collection per invoice submitted to departments, thus the appointment will be on risk basis.
- (ii) The Service Provider must collect from government entities where Ratlou Local Municipality is currently not realizing optimum revenue from it.
- (iii) The percentage required by each company must be calculated by each bidder and provided in the bidding documents to be submitted. This percentage must be all inclusive of all the work that needs to be done, and must provide for, amongst others, the following:
 - a) All the personnel that will be working on the project;
 - b) All equipment and systems that will be used for the undertaking of the project;
 - c) Control, capturing and analysis of the data and information collected;
 - d) Preparation of the final project report.

EVALUATION CRITERIA

5 PRICE

	CRITERIA	POINTS
5.1	Price	

6 B-BBEE STATUS LEVEL OF CONTRIBUTORS

	B-BBEE Status Level of Contributor	Number of points
6.1	1	20
6.2	2	18
6.3	3	16
6.4	4	12
6.5	5	8
6.6	6	6
6.7	7	4
6.8	8	2
6.9	Non-compliant contributor	0

O.P. T.M
M.I

Total 80:20 Points	20
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FUNCTIONALITY

Note

1. All documents indicated in the advert must be submitted, otherwise the disqualification shall apply. A bidder who scores less than 60 out of 100 for functionality

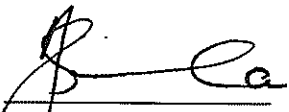
FUNCTIONALITY			
CRITERIA	POINTS		MAXIMUM POINTS
Submit a detailed Project plan and Methodology of the project	15		15
Proven track record in the local government space, attach appointment letters with contactable references and reference letters.	5 Each		25
Team leaders Registered as a Professional Valuer and minimum five (5) years valuation experience in municipal environment and a professional Town planner and minimum (5) years of town planning experience.	Property	Masters-Degree-Diplomc	30
	Town planner	Masters-Degree-Diplomc	
Rand value of amount collected on behalf of other municipalities (5 Points for every R5 000 000) with a maximum of 30 points	5 Each		30
Total			100

will be regarded as submitted a non-responsive bid and will be disqualified

MEMBERS OF THE BID SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
Thabo Matlhoko	Chairperson	<i>Matlhoko</i>
Mpho Manja	Member	<i>Manja</i>
Priscilla Moruakgomo	Requesting Department	<i>Priscilla Moruakgomo</i>

APPROVED/NOT APPROVED
Comments


TEBOGO CHANDA
MUNICIPAL MANAGER

16/02/22
DATE

Enquiries: Priscilla Moruakgomo
072 582 4512
Email: priscilla@ratlou.gov.za