



MUTALE LOCAL MUNICIPALITY

Tel: 015 967 9600 Fax: 015 967 9646 Private bag x1254 MUTALE 0956

INVITATION TO BID

Mutale Municipality hereby invites bids from Charted Accountant Firms for the following:

Bid Number	Description	Bid Fee	Evaluation Criteria	Contact Offices
Bid No: 03/2014-15	Debtors Data Cleansing service	R300	1. 80/20 system 2. Functionality	Revenue office@015 967 9609
Bid No:04/2014-15	GRAP Compliant fixed Assets Register	R300.00	1. 90/10 system 2. Functionality	Asset offices (015 967 9755)

CLOSING DATE AND OTHER CONDITION FOR BIDS

Bid closing date: 12 March 2015 @ 12h00

- All bid documents should be sealed and clearly marked "bid number and Bid Description on the Envelope.
- Bid document will be obtained upon payment of non-refundable bid fee of R300.00 each at Mutale municipal offices during office hours 8H00-16h30
- Bids Must Be Hand Delivered and Deposited in The Tender Box At Mutale Municipality offices, physical address: New Office Building, Corner of Tshilamba Main Road, Mutale Town, 0956
- The Mutale municipality is not Compelled to Accept the Lowest or Any Bid.
- All Bids will close and be opened in public after closing time and must be fully priced and signed.
- Bids which are late, Incomplete, Unsigned and Completed by pencil, sent by telegraph or couriered, e-mailed, faxed and without compulsory requirements will be disqualified.
- All bids should remain valid for 90 days.
- No bids will be accepted from person in the service of the state
- Functionality will be score out of **100 points** (bids scoring less than **60 points** will not be evaluated further) based on the following criteria:

Qualification of Key staff (40)	Relevant experience of bidder (40)	CV of Key personnel (20)
-Professional registration of the key personnel in the firm(30 Points) - Recognized qualifications relevant to the project. (10 Points)	1. previous experience of the firm relevant to the project(20) 2. Previous relevant experience of Key personnel to be involved with the project(15) 3. Traceable reference with contacts (5)	-attachment of CV of Key personnel

For more information, enquiries must be directed to Mrs. Mulaudzi A for Assets @ 015 967 9755 and Mrs Kharivhe for debtor data cleansing at 015 967 9609 respectively during office hours (8H00 – 16H30) Monday – Friday

Mr. SS Razwiedani
MUNICIPAL MANAGER