



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **02/03/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ129815**

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **10/03/2023 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
	Appointment of investigation consultant for Ba-Phalaborwa		
	Municipality as per the attached terms of reference		

Please number your quotes (Your Ref no)

The following conditions will apply:

- *Price (s) quoted must be valid for at least thirty (30) days from date of your offer.*
 - *The municipality retains the prerogative to reject any quotes it deems to be excessive*
 - *A firm delivery period must be indicated.*
 - *Tax Clearance Pin*
 - *A service provider be registered with central supplier database (CSD)*
 - *Registered with CIPRO (CK 1 or 2 document)*
 - *BBBEE Certificate certified by a SANAS accredited institution.*
 - *Completed MBD4 (Declaration of Interest) Form*
 - *Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for B-BBEE)*
- 20 is further evaluated: 20 for 100% Black owned; 18 for +51% Black owned; and 14 for Less than 51% Black owned*

Fill in and Return the Declaration of Interest Form.

REQUEST FOR QUOTATION

TERMS OF REFERENCE

**APPOINTMENT OF AN INVESTIGATION CONSULTANT FOR THE
BA-PHALABORWA MUNICIPALITY**

1. Background

- 1.1 The Ba-Phalaborwa Municipality seeks to appoint a recognized consultant/firm to render an investigation service in respect of appointments and transactions of six service providers.
- 1.2 Firms who are already registered on the Central Supplier Database (CSD) must submit their proposal.

2. Scope of services

2.1 The investigation will comprise the following:

- (a) Analysing all documents that supported the appointment of the service providers alluded to in 1 above.
- (b) conduct interviews and
- (c) Make a findings of regularity or otherwise based on the relevant provisions of the Municipal Finance Management Act and Regulations as amended, Tax Law and the Prevention and Combating of Corrupt Activities Act

2.2 The successful service provider must deliver the following within two weeks from date of appointment:

- (a) Completed report sets out procedures followed, findings and recommendations

3. Company Profile and Proposal

Provide a brief company profile comprising of the following:

- (a) History

Provide a brief history of the consultant/law firm and an outline of the consultant/firm's organogram, indicating names and level of experience of individuals to be used on the assignment.

4. Evaluation criteria

Minimum threshold on functionality is 65% to qualify for the next evaluation phase of price and B-BBEE.

Item	Description	Details	Scale
1.	Experience	Proof that the bidder has been in existence and in practice for a period of not less than five (5) years. Proof to be attached even when sole proprietor <input type="checkbox"/> 5 years- (10 points) <input type="checkbox"/> 6-8 years- (15 points) <input type="checkbox"/> > 8 years - (25 points)	25
2	Capacity	Knowledge & expertise of the service provider. Demonstrate that the team comprises: <input type="checkbox"/> Legal team (15 points) <input type="checkbox"/> Accountants (15 points) CV's of your core service team that will be attending to the Ba-Phalaborwa Municipality work with specific reference to their educational/ professional background and their relevant experience. Proof attached	30
3	Methodology	Demonstration of the process to be followed when conducting an investigation.	30
4	Track record (references)	Provide three (3) letters of contactable references where similar services were provided.	15
Total functionality points			100
Price			80

B-BBEE	20
Total Price & B-BBEE points	100