SPECIFICATION FOR PROVISION OF DATA CLEANSING

1. OBJECTIVES.

Ba-Phalaborwa municipality requires services of a service provider for the provision of data cleansing within the FMS.

2. SCOPE OF WORK.

- Assess and establish the current situation regarding revenue management within the municipality.
- Conduct data cleansing, using both computer software technology and experienced personnel in the use of this technology. Identify key anomalies that require correction, e.g. duplicate accounts, missing accounts, active/inactive accounts etc.
- Update key customer information with the assistance of municipality staff.
- Correctly categorise each account according to the appropriate municipality classification, which includes government, business, residents etc. Reclassify...
debtor accounts. Produce account reconciliation for each debtor account.

Reconcile and Recover government debts for all state facilities.

Perform valuation roll reconciliation. Reconcile the valuation roll to the municipality financial management system.

Reconcile and record water inventory and losses

Investigate all accounts which appear to have incorrect billings e.g. tenant accounts with assessment rates and accounts which are not billing all services e.g. owner’s accounts but no billing of property rates.

Investigate and identify accounts with incorrect billing codes/tariffs, e.g. property registered as business property however levied/billed as a residential property.

Follow up on customers’ details which appear incomplete and/or returned by the Post Office (i.e. Names, postal address, contact details and physical address etc.)

Reconcile migration data to eliminate inaccurate records.

Assist the municipality to clear/address the auditor’s findings regarding the revenue management issues.

Ensure/demonstrate skills transfer during project execution.

Determine the correct debtors’ age analysis, debtors’ classification by customer type, service and days outstanding.

Provide a GRAP compliant debtors disclosure.

Set up management reports/structure for revenue management reporting to internal stakeholders.

Identify and assist with other key areas that may affect revenue management within the municipality.

Assist with revenue management strategy implementation.

3. REQUIRED EXPERTISE.

The bidder must demonstrate the knowledge and expertise of:

Knowledge and experience on municipal acts
Company previous/current projects related to the scope of work
Bidder must be registered member of any known accounting profession.

A bidder who does not possess sufficient expertise as required will not be considered for further evaluation.

4. The following documents must be included in the official bid document:

A Certified Copy of VAT Registration Certificate (if VAT number is not quoted in the Tax Clearance Certificate).
A current Municipal Rates Account must be included in the document.
BBBEE certificate from a valid verification association
Company registration with updated annual returns
Certified Identity documents of director(s)

5. Companies or bidders bidding as Joint venture must include their Joint Venture Agreement as part of the bid document. Each venture will be evaluated separately in terms of the specifications.

6. Include value added tax: Bids prices excluding value added tax may not be considered.

7. No rectification/correction fluid may be used on the proposal bid document in terms of section 13 of the Municipal Supply Chain Management Regulations No.868 of 30 May 2005.

The Municipal Manager shall reject all Tenders that do not comply with the following preconditions:

A. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and VAT registration number, if any.
B. Bidders that have not submitted a valid original, tax clearance certificate from SARS.
C. Bidders that have not indicated whether:-
   (a) He/she is in the service of the state or has been in the service of the state in the previous twelve months;
   (b) If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
   (c) Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.

D. Any special conditions as contained in the bid document. The highest points for any Tender will not necessarily be accepted, and the Municipality reserves the right to subdivide the contract and accept any portion of any Tender.

Tenders will only be considered if the bidder has, in addition to his/her SARS Tax status, and his/her municipal tax and service charge obligations (rates, water and lights accounts) are in compliance with our Credit Control Policy and should a bidder fail to do so after a contract is awarded, the Council may cancel this contract.

The bidder shall have no right whatsoever to claim damages resulting from such cancellation. Bids will be evaluated in terms of the approved point
system of Ba-Phalaborwa Municipality as detailed in Preferential Procurement Policy Framework Act REGS - 6 JUNE 2013.

ALL DEVIATIONS FROM THIS DOCUMENT MUST BE BROUGHT TO THE ATTENTION OF COUNCIL IN A COVERING LETTER ATTACHED TO THE BID PROPOSAL. NO BIDS OR COPIES OF BIDS RECEIVED BY TELEX, TELEFAX MACHINE, E-MAIL OR PER TELEGRAM WILL BE CONSIDERED. SEALED BIDS OUTWARDLY MARKED: REQUEST FOR PROPOSAL FOR DATA CLEANSING

must be addressed to the Municipal Manager and placed in the Bid Box, Municipal Offices not later than 10:00 on 15 September 2014. Bids will be opened in public in the Activity Hall immediately after closing on the same day. The successful bidder will be advised by post.

MUNICIPAL MANAGER
Ba-Phalaborwa Municipality

Civic centre Corner Selati and Nelson Mandela Street

Closing date for submissions will be Monday, 15 September 2014 at 10h00.