



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 31 MAY 2017

UMZ/2016-17/BTO/DATACLEAN/0015

SERVICE PROVIDER TO CONDUCT DATA CLEANSING

Bidders are hereby invited to submit proposals/Quotations to conduct data cleansing services. Specifications are available at SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBEE certificate and a combined BBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 12 June 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms. L. Matshoba 039 255 8517 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

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Service providers are hereby requested to submit proposals on a quotation basis to assist with the data cleansing project for Umzimvubu LM.

Umzimvubu Local Municipality has identified a need to conduct a data cleansing project in an effort to ensure that all property owners are in possession of title deeds for all the properties they own and that there is accurate data in the billing system in the form of contact details.

Below are the key project milestones:-

Both physical and electronic means of data verification will have to be used to ensure that the quality of information submitted is reliable and accurate.

SUMMARY OF KEY ISSUES, IMPLICATIONS & PROPOSALS			
	KEY ISSUES	IMPLICATIONS	PROPOSALS
TITLE DEEDS	<ul style="list-style-type: none"> ▶ Property owners do not have title deeds due to properties that are under estate. 	<ul style="list-style-type: none"> ▶ Billing of deceased people. ▶ Incompleteness of debtor's database. 	<ul style="list-style-type: none"> ▶ Conduct door to door data collection and verification of property owners with or without title deeds in the following fashion:- An Excel spreadsheet with the following fields:- <ul style="list-style-type: none"> ▶ Name of the property owner. ▶ ERF No. ▶ Email address. ▶ Cell phone number. ▶ Land line number. ▶ Postal address. ▶ Street address. ▶ Title deed (Yes/No). Write title deed number. ▶ Household Income. (For indigent beneficiation purposes). ▶ Is there a street post box at the gate (Yes/No)

Functionality Criteria:

ITEM	QUALIFYING CRITERIA	POINTS	WEIGHTS
Traceable Reference	Three to four traceable references in the form of signed happy letters from clients	25	25
	One to two traceable references in the form of signed happy letters from clients.	15	
Previous Experience for similar projects	5 or more years of relevant experience	40	40
	4 years of relevant Experience	35	
	3 years of relevant Experience	30	
	2 years of relevant Experience	25	
	1 years of relevant Experience	20	
Communication Plan	Through facilitation of meetings with rate payers, advertisement through local papers and community radio, Loud hailing after hours	5	5
	Through facilitation of meetings with rate payers	3	
	Advertisement through local papers and community radio.	2	
	Loud hailing after hours	1	
A detailed work plan with number of workers to engage on the project	11 and above local workers	30	30
	6-10 local workers	25	
	3-5 local workers	20	