

# **éDumbe Municipality**

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



☎ : (034) 995 1650  
Fax : (034) 995 1192  
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**DATE: 13 August 2021**

## **ADVERTISEMENT**

### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATION BID NUMBER FWPQ 03/2021/22 DATA CLEANSING SERVICES**

#### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

éDumbe Municipality wish to invite formal quotations for the **DATA CLEANSING SERVICES** - as detailed on the attached list:

Interested companies should place their formal written price quotation in a sealed envelope marked of **DATA CLEANSING SERVICES, FWPQ 03/2021/22** in the Tender Box at Reception Area of éDumbe Municipality Offices before **Thursday, 19 August 2021 at 12H00.**

#### **The following conditions will apply:**

- Price quoted must be firm and valid for at least 30 days from date of your offer.
- Payments of valid Tax Invoices are made in 30 days from date of Receipt.
- A valid tax clearance certificate must be submitted.
- An original certified BBEE certificate must be submitted
- Registered companies with both Municipal database and Central Supplier Database.
- CSD compliance assessment report will be utilized to verify your tax matters.
- Complete MBD4, MBD 6.1, MBD 8 and MBD9 forms (on website [www.edumbe.gov.za](http://www.edumbe.gov.za))
- Company registration certificate must be submitted
- The successful provider will be the one scoring the highest points
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000)
- No quotation will be considered from people in the service of the state.
- No award will be made to a person whose tax affairs are not in order.
- Your quotation should be itemised to allow us to negotiate where possible.

**General Enquiries:** Bonisani Buthelezi at [buthelezibw@edumbe.gov.za](mailto:buthelezibw@edumbe.gov.za)

Yours faithfully

  
**J.F.K KHUMALO**

**Acting Municipal Manager**

## **DATA CLEANSING SPECIFICATION**

### **Scope of work**

- Assess/establishing the current situation regarding revenue management within the municipality by analyzing the arrear debt in the municipal books to determine whether there are accounts that are untraceable, inaccurate etc. And require some writing offs or any adjustment needed and that will assist on having the correct amount that will need to be budgeted for write off.
- Identify the properties that are on our financial system but they are not on our valuation roll.
- Verify all billing data in relation to property ownership data(e.g accuracy of ID numbers , meter numbers, erf numbers, email addresses, cell phone numbers ,etc)
- Update the master file information on the billing system based on the information to be provided.
- 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 categorize each account according to the appropriate municipality classification, which includes government, business, residents etc.
- Ensure/demonstrate skills transfer during project execution.