

ADVERTISEMENT

ERF MASTER FILE – contact details

The services of a competent service provider are required to assist with the following:

- 1). It will be required of the successful service provider to ensure all stands in the total MP313 area are on the current financial system with the correct owner's details, e.g. surname and initials, addresses (both street and postal), id numbers, contact details such as cell phone numbers, e-mail addresses, etc. This includes the street names within a Sectional title complex as well as building names. This adds up to approximately 44 000 records.
- 2). Verification of information on the current off-line vending system and incorporation of this information onto the current financial system. All information must be checked. All occupant information will also be verified and transferred. This is approximately 35 000 accounts of which some are already owner's accounts.
- 3). Ensure correct spelling and format of addresses (both street and postal) to comply with regulations as required by the Post office for PAMMS certificates.
- 4). A price per record must be provided. All records verified will be paid monthly but must be provided on a daily basis. All records to be checked must be done in collaboration with the Data Control Officer.

The contract will commence on 12 October 2009. The contract is only available until end of May 2010.

Non-performance or incorrect information supplied may lead to cancellation of contract or penalties to be instituted.

The service provider must have a profound knowledge of municipal financial systems, especially consumer debtors. A thorough knowledge of

Excel is essential as all data will be handled in electronic format. A test might be conducted.

Further information is obtainable from L. Bruwer at telephone (013) 249 7114 or at Room C103 at the Civic Centre.

Quotations are to be submitted in a sealed envelope marked “**Erf Master File – contact details**” and be handed in at the office of the Data Control Officer at Room C103 before Monday, 21 September 2009 at 12:00.

F. NAUDÉ
Executive Manager : Finance

GENERAL CONDITIONS:

1. Quotations shall remain valid for a period of 30 days from the closing date.
2. Steve Tshwete Local Municipality is not obliged to accept the lowest or any quotation and reserves the right to accept any quote, part of any quote, or more than one quote.
3. Quotations offers shall be adjudicated in accordance with preference procurement policy of Steve Tshwete Local Municipality.