

ADVERTISEMENT

ERF MASTER FILE

The services of a competent service provider are required to assist with the designing, development, verification and implementation of an erf master file on the Steve Tshwete Municipal financial system. This will include all current financial data, sectional titles, small holdings and farms as well as all other new data on the new valuation roll.

It will be expected of the service provider to assist with the following:

- 1). Ensure owners' and occupiers' tariffs are correct according to valuation category. All deviations must be reported and followed up.
- 2). Ensure all vacant land have the correct tariffs.
- 3). Ensure all interim valuations are on the erf master file.

A price per record must be provided. There are approximately 44 000 records. 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.

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

The contract will commence on 12 October 2009 for a period of eight months.

The service provider must have a profound knowledge of municipal financial systems, especially consumer debtors, Council's municipal tariff structure, valuations and a thorough knowledge of all relevant laws and by-laws. 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**" 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.