



P.O. Box 1593
 SENWABARWANA 0790
 Tel: No.: 015 505 7100

E-mail: info@blouberg.gov.za

01 MARCH 2019

REQUEST FOR QUOTATION

ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT PROPOSAL WITH QUOTATIONS FOR THE ALIGNMENT OF 2017/18 AUDITED ANNUAL FINANCIAL STATEMENT WITH SOLAR SYSTEM AND CASEWEAR.

SCOPE

Align 2017/18 Audited AFS with Solar System (financial system) and CaseWear (reporting system)

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Municipal rates statement not older than three (3) month
- Certified BBBEE certificate or Sworn Affidavit (EME) (for preference point scoring system 80/20)
- Attach **MBD4, MBD 6.1, MBD8** and **MBD9** downloadable from Municipal website, www.blouberg.gov.za
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

EVALUATION CRITERIA

The bid will be evaluated based on:

- Functionality = 75 % (Bidders who score less than the minimum of 75 % will be disqualified from further evaluation)

Criteria	Weight
Qualification and accreditation ✓ Details CV and at least CA(SA) qualification of project manager (SAICA accreditation) ✓ Details CV and at least NQF level 7 qualification in accounting for assistance [10 points is given to each requirement]	20 Points
Experience ✓ Attach at least 5 reference letters compiling AFS in any sector using CaseWear system [5 points per order / appointment letter]	25 Points
Detail Proposal and Methodology ✓ Detail AFS preparation methodology [10 points for detailed methodology]	10 Points
Experience – Local Government ✓ At least 2 reference letters for compiling AFS in Local Government – where Solar system is used as financial system [10 points per order / appointment letter]	20 Points
TOTAL POINTS	75 Points

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

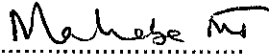
[NB: Failure to attach the above documents will disqualify the bidder from further evaluation]

The following condition will apply:

- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

[NB: This regulation must not be read as affecting a person's rights to approach a court at any time]

All quotations must be submitted in a sealed envelope marked "THE ALIGNMENT OF 2017/18 AUDITED ANNUAL FINANCIAL STATEMENT WITH SOLAR SYSTEM AND CASEWEAR " at procurement office before/on the **08 MARCH 2019** at **12H00 pm**. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **Mr. MABOTE NJ** and **Mr. MAKOBELA MM** for SCM related matters on **015 505 7100**.



Machaba Junias
Municipal Manager

01-03-2019

Date