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27 JULY 2020

REQUEST FOR QUOTATION (RFQ)

ALL PROSPECTIVE BIDDERS REGISTERED ON CENTRAL SUPPLY DATABASE (CSD) ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR 2019/20 ANNUAL FINACIAL STATEMENTS QUALITY REVIEW

PROJECT SCOPE

ITEM	DESCRIPTION
1.	<p>Review the compiled AFS:</p> <ul style="list-style-type: none"> ✓ Review the correctness & completeness of the compiled annual financial statements. <p>In particular the verification of the following:</p> <ul style="list-style-type: none"> ✓ Verifying the correctness and completeness of the prior year adjustments based on AG findings (opening balances). ✓ Verifying the completeness of the disclosures [(Unauthorised Irregular and Fruitless (UIF) expenditures, Commitments (capital & operation), Contingency (assets & liabilities) Provisions)]. ✓ Verifying the correctness and completeness of the lease calculations (finance & operation). ✓ Verifying the correctness and completeness of vat reconciliations, debtors' age analysis and creditor's age analysis. ✓ Verifying the correctness and completeness of water transaction (reconciliation of District & Local). ✓ Verifying the completeness of the asset & inventory register. ✓ Verification of the correctness and completeness of the disclosure of cash flow statement. ✓ Verifying the correctness and completeness of all other line items (e.g. contingent liabilities / assets). ✓ Ensuring that accounting policies are applied consistently and /or that the disclosure notes have been made where applicable. ✓ Obtain explanations from Management for any unusual fluctuation or inconsistencies in the financial statement.

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified BBBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Company profile
- Certified copy of ID of directors (not older than three months)
- A three months (not in arrears) Municipal rates and taxes for all company directors and of a company residing within the billing municipality (if leasing municipal rates and taxes of the landlord and lease agreement). If residing within the Tribal authority jurisdiction a three months' proof of resident of all company directors and of a company.
- 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]

Under functionality bidders must achieve a minimum of 75 % for functionality (quality) in order to be considered for further evaluation in stage 2 (evaluation on Price and BBEE). Bidders who score less than a minimum of 75 % will be disqualified.

The requirements are tabled below:

Criteria	Weight	Applicable Value System
<u>COMPANY EXPERIENCE IN LOCAL GOVERNMENT</u> ✓ Bidder must demonstrate experience in executing projects of this nature. <i>[Attach atleast five (5) relevant appointment letters and testimonials from the Municipality on their letter-head and attach audit report with three years unqualified opinion]</i>	20	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
<u>COMPANY EXPERIENCE OF SOLAR AND CASEWARE SYSTEM</u> ✓ Solar system from (BCX) <i>[Attach atleast three (3) proof from the Municipalities that uses Solar system]</i> ✓ Caseware system from (CQS) <i>[Attach atleast a minimum of four years old licenses]</i>	10	
<u>CAPACITY OF KEY PERSONNEL</u> Detailed CV's of the Team members ✓ Detailed CV with SAICA registration of the team leader: indicating 10 years experience in finance/accounting. <i>[Attach the certified certificates]</i> ✓ Attach at least a minimum of two (2) Junior consultants-assistants <i>[Attach the certified certificates of their qualificatiuons]</i>	10	
<u>PROJECT PLAN</u> ✓ Methodology <i>[Attach a project plan outlining key activities & time frames, as per the project scope]</i>	5	
<u>SKILLS TRANSFER METHODOLOGY</u> ✓ Staff training plan for transfer of skills (indicate how this will be implemented and measured). Highlight the necessary knowledge and skills that will be transferred supported by the time frames. <i>[Attach the plan for method of skills transfer]</i>	5	
TOTAL	50	

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

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

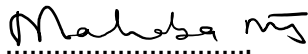
The following condition will apply:

- 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 "2019/20 ANNUAL FINANCIAL STATEMENTS QUALITY REVIEW" procurement office before/on the **04 AUGUST 2020** at **11H00 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**.



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Machaba Junias
Municipal Manager

27-07-2020

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Date