



P.O. Box 1593
 SENWABARWANA 0790
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12 AUGUST 2021

REQUEST FOR QUOTATION (RFQ)

ALL PROSPECTIVE BIDDERS REGISTERED ON CENTRAL SUPPLY DATABASE (CSD) ARE HEREBY INVITED TO SUBMIT PROPOSALS WITH QUOTATIONS FOR THE REVIEW OF THE 2020/21 ANNUAL PERFORMANCE REPORT (APR) AS SPECIFICATION APPEAR BELOW.

SPECIFICATION

DESCRIPTION	Amount
REVIEW OF ANNUAL PERFORMANCE REPORT FOR THE YEAR ENDING 30 JUNE 2021	
- Review 2020/21 APR for completeness	
- Alignment of planned targets vs. reported achievements	
- Verify the supporting evidence (APR-audit file)	
- Recommend and execute remedial actions on the APR – 2020/21	
TOTAL	

The following documents are compulsory for all Bidders:

- Copy of the up-to-date central supplier database CSD registration report detailing all compliance requirements [last verified between the advert date and the closing date]
- Certified BBBEE certificate not older than three (3) months (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 = 50 points (Bidders who score less than the minimum of 75% will be disqualified from further evaluation)**

Criteria	Weight	Applicable Value System
<u>COMPANY / INDIVIDUAL EXPERIENCE IN LOCAL GOVERNMENT ENVIRONMENT</u>		
✓ Bidder must demonstrate experience in executing projects of this nature in local government (APR audit/preparation).	20	

<i>[Attach atleast Ten (05) relevant appointment letters with corresponding testimonials from the relevant organisation on their letter-head/employment's appointment letter incase of individuals with at atleast (05) years relevant experience]</i>		Poor = 1 Average = 2
<u>CAPACITY OF KEY PERSONNEL</u> Detailed CV's of the Project Manager ✓ Detailed CV of a project manager with qualification as CA(SA) & a member of SAICA, indicating five (5) years experience in the auditing field. <i>[Attach the certified copies of the certificates of the qualificatiuons]</i>	20	Good = 3
<u>COMPANY ACRREDITATION</u> ✓ Proof of accreditation/registration with SAICA <i>[Attach the certified copy]</i>	10	Very good = 4
TOTAL	50	Excellent = 5

- 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.

[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 "THE REVIEW OF 2020/21 ANNUAL PERFORMANCE REPORT (APR)" at procurement office before/on the **24 August 2021** at **12H00 pm**, between **7:45 and 16:30**. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **Mr. MAKOBELA MM** and **MANAMELA L** for SCM related matters on **015 - 505 7100**.



MACHABA JUNIAS
MUNICIPAL MANAGER

Date: 17-08-2021