



P.O. Box 1593
 SENWABARWANA 0790
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28 JULY 2022

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 2021/22 ANNUAL PERFORMANCE REPORT (APR) AS SPECIFICATION APPEAR BELOW.

SPECIFICATION

DESCRIPTION	Amount
REVIEW OF ANNUAL PERFORMANCE REPORT FOR THE YEAR ENDING 30 JUNE 2022	
- Review 2021/22 APR for completeness	
- Alignment of planned targets vs. reported achievements(Smart principle)	
- Verify the supporting evidence (APR-audit file)	
- Recommend and execute remedial actions on the APR – 2021/22	
- Assist with Audit findings	
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 BBEE 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 = 60 points (Bidders who score less than the minimum of 75% will be disqualified from further evaluation)**

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

[Attach atleast five (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]		
CAPACITY OF KEY PERSONNEL 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. [Attach the certified copies of the certificates of the qualificatiuons]	15	Poor = 1
REGISTERED PROFESSIONAL BODIES Proof of accreditation/registration with SAICA at least two members. [Attach the certified copies]	15	Average = 2
SKILLS TRANSFER METHODOLOGY ✓ Staff training plan for transfer of skills (indicate in details how this will be implemented, measured and aligned to the scope of work). Highlight the necessary knowledge and skills that will be transferred supported by the time frames. [Attach the plan for method of skills transfer]	10	Good = 3 Very good = 4
TOTAL	60	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 **(REVIEW OF ANNUAL PERFORMANCE REPORT FOR THE YEAR ENDING 30 JUNE 2022)**, at procurement office before/on the **05 August 2022 at 12H00 pm**. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **Mr. KGOWA** and **Mr. MANAMELA L** for SCM related matters on **015 - 505 7100**.


Ramothwala R.J
Municipal Manager


Date

