



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

E-mail: info@blouberg.gov.za

04 August 2023

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 2022/23 ANNUAL PERFORMANCE REPORT (APR) AS SPECIFICATION APPEAR BELOW.

SPECIFICATION

DESCRIPTION	Amount
REVIEW OF ANNUAL PERFORMANCE REPORT FOR THE YEAR ENDING 30 JUNE 2023	
- Review 2022/23 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 – 2022/23	
- Assist with Audit findings	
- Review 2023/24 Adjustment of SDBIP	
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 = 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		

Bidder must demonstrate experience in executing projects of this nature in local government (APR audit/preparation). [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 least (05) years relevant experience]	20	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
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 qualifications]	15	
REGISTERED PROFESSIONAL BODIES Proof of accreditation/registration with SAICA at least two members. [Attach the certified copies]	20	
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	
TOTAL	65	

➤ **Evaluation on Price and HDI / Specific points (80/20 Preference Point System)**

3.1 Scoring for HDI / SPECIFIC GOALS (20 points)

- a. Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPFA) and the associated Preferential Procurement Regulations of 2022 (municipal SCM policy as amended), which stipulate a 80/20 point split for requirements not exceeding R50 000 000.00.
- b. Bidders must attach certified copies of HDI (as to be required/directed) to claim HDI points. Failure to attach the valid HDI required copies points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.
- c. Historical Disadvantage Individuals (target goals) or any other specific goals Contributor Number of points (20)

Preferential Elements		20 Points
Historical Disadvantage Individual - Contributor		Number of Points: 20
1	Locality = [(Limpopo = 4 / Outside = 2)]	4 (Attach proof of address and affidavit supporting proof of address)
2	Gender [(Women = 8, Men = 4)]	8 (Attach certified copies of Identity Documents)
3	Youth = [18 – 35]	2 (Attach certified copies of identity documents)
4	Race [Blacks (Africans, Coloureds and Indians) = 4, White = 2]	4 (Attach certified copies of Identity Documents)

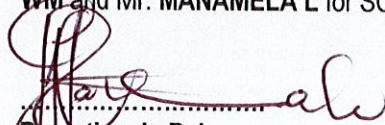
5	Disability [Any]	2 (Form of proof / letter / medical report signed and certified by a Qualified Medical Doctor)
6	Non-compliant contributor	0

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 2023)**, at procurement office before/on the **14 August 2023 at 12H00 pm**. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **Mr. KGOWA WM** and **Mr. MANAMELA L** for SCM related matters on **015 - 505 7100**.



Ramothwala R.J
Municipal Manager

04 August 2023

Date