



LEPELLE-NKUMPI LOCAL MUNICIPALITY

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SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR PROPOSAL

ANNUAL FINANCIAL STATEMENTS (AFS) QUALITY REVIEW

LEPELLE-NKUMPI MUNICIPALITY INVITES PROSPECTIVE BIDDERS TO SUBMIT PROPOSALS FOR:

ANNUAL FINANCIAL STATEMENT (AFS) QUALITY REVIEW FOR 2013/14 FINANCIAL YEAR

SCOPE OF WORK

PURPOSE:

1. To ensure that the 2013/14 Annual Financial Statements (AFS) are of exceptional quality

DURATION OF THE CONTRACT:

- This is a once-off transaction; successful bidders will be required to enter into a Service Level Agreement with the municipality.

KEY PERFORMANCE AREAS

Services required includes but not limited to the following:

1. The adequacy of the application of accounting standards and pronouncements that are applicable to the municipality as per directive 5 issued by the Accounting Standards Board(ASB);
2. The adequacy of the disclosure in the Annual Financial Statements as per the standards of GRAP and approved specimen financial statements issued by the National Treasury;
3. The adequacy of information contained in the audit files;
4. The consistency of accounting policies in the Annual Financial Statements with the standards of GRAP and the policies adopted by the municipality; and
5. The adequacy of information contained in the year end journals.

MUNICIPAL CALL CENTRE NUMBER: 0800 222 011



“Motho ke motho ka batho”

Responsive criteria

Failure to attach the below-mentioned will lead to disqualification

1. Detailed proposal on the execution of the assignment.
2. Original and valid Tax Clearance certificate
3. Proof of Company registration certificates
4. Water & Lights Statement; lease agreement or letter from traditional authority
5. Certified copies of ID documents
6. Certified B-BBEE Certificate(if applicable)
7. Profiles (CVs) of personnel to be involved on the assignment, detailing their experience in the relevant field and copies of their qualifications.
8. Copy of registration with the regulating body/institution.

Evaluation Criteria

Proposals will be evaluated as follows:

- 80/20 Preference Points; wherein 80 points will be for price and 20 points for BBB-EE Level of contribution
 - 100 for Functionality; as follows:
 - Company experience =35
 - Experience of key personnel =25
 - Qualifications of key personnel =30
 - Proof of registration as Chartered Accountant(CA) =10
- =100 Points

To qualify further to price; bidders must obtain at least 60 points out of 100

REQUIREMENTS:

The Municipality will adjudicate and award bids in accordance with the revised PPPFA Regulation and Municipal's Supply Chain Management Policy, B-BBEE Level of contribution on a 80/20 point system, where 80 points will be allocated for price and 20 points will be allocated for B-BBEE Level of Contribution OR on a 90/10 points system, where 90 points will be for price and 10 points for B-BBEE Level of Contribution.

Bidders who do not attend compulsory site briefing will be considered non-responsive and will therefore be disqualified for evaluation. Municipality reserves the right to negotiate further conditions of the bid and other requirements with the successful bidder and reserves the right to appoint and not to appoint and is not obliged to accept the lowest bid.

All Proposals must be placed in a sealed envelope, clearly marked; **ANNUAL FINANCIAL STATEMENTS (AFS) QUALITY REVIEW**. Proposals, fully completed, priced, initialized on all pages, attached with certified copies of relevant documents and an original valid tax clearance, sealed in an envelope marked with the bid name, number and description and should be deposited in the bid box at Municipal Offices(Civic Centre) Unit F Lebowakgomo, on or before closing date.

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Proposals will remain valid for at least 60 days from the date of closing. No faxed, e-mail proposals will be accepted, service providers using courier services should ensure that their documents are deposited into the bid box. It is not the responsibilities of Municipal officials to accept bids from courier services and take to the bid box.

Enquiries relating to the proposal may be directed to **Mrs. Rosina Ngoveni (015) 633 4538** and Bidding related information may be directed to **Mr. Clement Nhuvunga of Supply Chain Management Unit (015) 633 4519**

CLOSING DATE: 13 AUGUST 2014 AT 11 H00

N.B. No bids will be considered from persons in the service of state (as defined in SCM Regulation of the MFMA:Local Government)

Mr. S.O. MASHIANE

ACTING MUNICIPAL MANAGER

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