



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 27 FEBRUARY 2019**

**UMZ/2018-19/FINANCIALS (BTO)**

SERVICE PROVIDER TO DO FINANCIAL STATEMENTS.

Bidders are hereby invited to submit proposals/Quotations to do financial statements for year ended 30 June 2019 as per terms of reference.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 08 March 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Ms T.Fundira & Mr Mbukushe (SCM Manager) 039 255 8507/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

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**GPT NOTA (MUNICIPAL MANAGER)**

## Terms of Reference for Financial Statements for the year ended 30 June 2019

### Background

Umzimvubu Local Municipality hereby requests quotations from suitably qualified service providers to submit quotations for the high-level review of the annual financial statements.

### Specifications:

- High-level review of the annual financial statements of the municipality for the year ended 30 June 2019 must include the following:
  - o Review of the annual financial statements by a suitably Company with previous experience in preparation of GRAP annual financial statements;
  - o Consider any new GRAP standards that are effective as per relevant Directives of the Accounting Standards Board that may not be included in the GRAP checklist as above and review and report on compliance in respect of these standards;
  - o Review of the accounting file to ensure that it corresponds with material balances and transactions in the annual financial statements;
  - o Review of the accounting file to ensure that it the file format in accordance with National Treasury prescripts;
  - o Review of the accounting file to ensure that balances are compiled in accordance with GRAP and National Treasury prescripts, as far as possible:
    - Detailed Review of the Asset Register
    - Review of all supporting documents ensuring fair presentation of the 2018/2019 annual financial statements
  - o Skills transfer during the review and process to prepare of AFS

## Technical Evaluation

### CRITERIA FOR FUNCTIONALITY POINTS

ITEM	QUALIFYING CRITERIA	POINTS	WEIGHTS
Qualification of the team	A minimum qualification of a Project Leader is CA (SA). ( Attached certified copies of certificate)	30	30
	A minimum qualification for other project team member is Accounting/Auditing Honours degree. ( Attached certified copies of certificate)	20	
Traceable Reference	Three to four traceable references in the form of signed happy letters from clients	15	15
	One to two traceable references in the form of signed happy letters from clients.	10	
Previous Experience	5 or more years of relevant experience ( Company & Project Leader)	25	25
	4 years of relevant Experience ( Company & Project Leader)	20	
	3 years of relevant Experience ( Company & Project Leader)	15	
	2 years of relevant Experience ( Company & Project Leader)	10	

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ITEM	QUALIFYING CRITERIA	POINTS	WEIGHTS
	1 years of relevant Experience ( Company & Project Leader)	5	
Project plan	Project Plan with cash flows.	10	10
	Project Plan without cash flows.	5	
	No Project Plan & no cash flows.	0	
Methodology	Methodology to be used	10	10
Quality Assurance Plan	Provision of a Quality Assurance Implementation Plan with project phase details and process flow	10	10
	Provision of a Quality Assurance Implementation Plan without project phase details and process flow	5	

**TOTAL POINTS FOR FUNCTIONALITY 100**

**NB: ONLY BIDDERS WHO OBTAINED 60 OUT OF THE 100 POINTS FOR FUNCTIONALITY WILL QUALIFY FOR EVALUATION IN TERMS OF PRICE (STAGE 2).**

The Preferential Procurement Policy Framework Act, Act 5 of 2017 will apply. The 80/20 system of adjudication will apply where 80 will be allocated for price and 20 will be for the preferential points. The details are tabled below.

**Enquiries:**

All technical enquiries may be directed to Budget & Treasury Office: Nondyebo Xashimba 039 255 8570 and SCM Mr T Mbukushe 0392558555. Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr GPT Nota.

This bid closes on the .....