



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 22/10 /2018**

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

SERVICE PROVIDER TO ASSIST WITH AFS.

Bidders are hereby invited to submit proposals/Quotations to assist with Annual AFS preparation 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 09 November 2018**. 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 Mrs N Lwana-Xashimba Mr Mbukushe (SCM Manager)  
039 255 8517/8555

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)**

## Background

Umzimvubu Local Municipality hereby requests quotations from suitably qualified service providers to submit quotations for the MSCOA Aligned monthly and annual Financial Statement and Budget Reporting Tool.

### Specifications:

- MSCOA Aligned monthly and annual Financial Statement and Budget Reporting Tool
- Allow for seamless upload of municipal Trial Balance.
- Reporting Tool should read/interpret the MSCOA Guids, with no mapping being required.
- Excel based front end, to promote understandability.
- Automated procedures to reduce human intervention and assist in timely population of reports.
- Programmatically incorporated controls to reduce risk and produce exception reports where applicable.
- Should consist of a fixed annual fee, irrelevant of the amount of users.
- Financial Statement module must be fully GRAP compliant.
- Annual License fee should include relevant GRAP Updates of AFS Module.
- Must be supported by Chartered Accountants, experience with the GRAP framework.
- Additional to monthly and Annual Financial Statements, the following Sec71 budget Returns must be automated:
  - National Treasury Monthly C-Schedule
  - Municipal Budget Returns:
    - AM - Asset Management
    - BS - Statement of Financial Position
    - CA- Budgeted Capital Acquisition
    - CFB- Cash Flow Budget
    - OSB - Statement of Financial Performance Budget
    - GSG- Grants and Subsidies Given
    - GSR- Grants and subsidies Received
    - SP- Strategic Plan/ IDP to Budget
  - Municipal Budget Returns:
    - AMR - Asset Management Revised Budget
    - BSR - Statement of Financial Position Revised Budget
    - CAR - Budgeted Capital Acquisition Revised Budget
    - CFR - Cash Flow Revised Budget
    - OSR - Statement of Financial Performance Revised Budget
  - IYM Monthly Returns:
    - BSAC - Statement of Financial Position Actual
    - CAA - Capital Acquisition Actual
    - CFA - Cash Flow Actual
    - OSA - Statement of Financial Performance Actual
    - RME - Repairs and Maintenance by Expenditure Items
  - Municipal Audit Returns:
    - AMA - Asset Management Audited
    - BSA - Statement of Financial Position Audited

- CAAA - Budgeted Capital Acquisition Audited
- CFAA - Cash Flow Audited Actuals
- OSAA - Statement of Financial Performance Audited
- Additional to the Sec71 Returns mentioned above, the following Annual Budget Returns must be automated from the MSCOA Budget Data Strings:
  - A1 – Schedule Original Budget
  - B1 – Schedule Adjusted Budget

**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)	40	40
	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.	30	30
	One to two traceable references in the form of signed happy letters from clients.	20	
	Zero References	0	
Previous Experience	5 or more years of relevant experience ( Company & Project Leader)	30	30
	4 years of relevant Experience ( Company & Project Leader)	20	

ITEM	QUALIFYING CRITERIA	POINTS	WEIGHTS
	3 years of relevant Experience ( Company & Project Leader)	15	
	2 years of relevant Experience ( Company & Project Leader)	10	
	1 years of relevant Experience ( Company & Project Leader)	5	

**TOTAL POINTS FOR FUNCTIONALITY 100**

**NB: ONLY BIDDERS WHO OBTAINED 75 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: Ms N.Lwana Xashimba 039 255 8517 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 .....**

