



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 04 APRIL 2016

SERVICE PROVIDER TO DO ASSET VERIFICATION AND ULM ASSET MANAGEMENT

REQUEST FOR QUOTATION /044

Bidders are hereby invited to submit proposal for Asset Verification And Ulm Asset Management. Terms of Reference will be available on the website and scm office for free proposals

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, certified copy of company Registration/Founding Statement/CIPC Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 13 April 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above

Enquiries:

All technical enquiries may be directed to Mr .T.Mbukushe 039 255 8600 SCM Mr T Mbukushe 0392558555

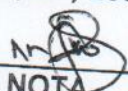
Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T. Nota
813 Main Street or P/Bag X9020
MT FRERE

5090

Tel: (039) 255 -8500

Fax: (039) 255- 01673


GPT NOTA
MUNICIPAL MANAGER

TERMS OF REFERENCE VERIFICATION OF ACCESS ROADS

Umzimvubu Local Municipality invites suitably qualified service providers to submit quotations for verification of Access Roads in the asset register of UMzimvubu LM.

DETAILED SCOPE OF WORK

KEY FOCUS AREA	REQUIREMENTS
Verification of all Access Roads for ULM	<ul style="list-style-type: none"> All Access Roads to be verified and access their conditional assessment. A variance report must be produced to identify all access Roads that are on the Asset register identified on the verification process.
Verification of asset Additions	<ul style="list-style-type: none"> Payment vouchers must be scrutinised to verify all access roads related expenditure for accuracy all access roads must be verified on the floor and the asset register must be updated accordingly.
Conditional Assessment	<ul style="list-style-type: none"> In terms of GRAP 17 the conditional assessment must be done to ensure that assets are properly accounted. A detailed report for all assets must produced so that the Municipality may be in a position to determine the condition of assets on the register.
Valuation of assets	<ul style="list-style-type: none"> Even though the Municipal access roads are valued at cost, the service provider will have to determine the value of assets after the conditional assessment so that the Municipality can have a clear basis for impairment and extension of useful life for all Access Roads that are still in use.
Review of useful lives for assets	<ul style="list-style-type: none"> For access roads that have a remaining useful life below 2 years a recommended useful life must be determined using the results of the conditional assessment and also test the impairment.
Assistance with internal and external audit findings on community halls	<ul style="list-style-type: none"> Internal and external audit finding will be availed by the Municipality to ensure that the report captures and rectifies all areas that need attention.
GRAP compliant register	<ul style="list-style-type: none"> A GRAP compliant asset register for infrastructure assets will have to be produced by the end of May 2016 so that during the month of June, only additions relating to that

	month can be added. This will assist in ensuring that WIP register and FAR is reviewed and signed for by the 1 st week of July to allow for smooth audit.
Skills Transfer	<ul style="list-style-type: none"> The Municipality ensures that skills are transferred to the relevant staff members and in this case, the SCM unit will have to be trained properly to ensure that they are in a position to produce the same result in future.

MANAGEMENT OF THE PROJECT

The Municipality will avail all the Senior Managers in the Budget and Treasury Department as project team members with DCFO and CFO playing the role of quality assurance from the Municipality's side. The Assistant Supply Chain Management unit will assist with the project management on a day to day basis.

It is a requirement that your company should provide a clear project team and project plan for the review of moveable assets for the 2015/16 financial year.

SCM Policy will apply and all mandatory documents must be submitted in order to be eligible for consideration.

Enquiries

All enquiries must be directed to:-

Assistant Manager SCM	Mr T. Mbukushe	039 255 8555
Deputy Chief Financial Officer	Ms NF Siwahla	039 255 8570

Municipal Manager
Mr GPT NOTA