



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
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REF: 3202  
QUOTE NO: UBU-Q-05/02/2017  
Date: 22 February 2017

Dear Sir / Madam

### REQUEST FOR PREPARATION OF ANNUAL FINANCIAL STATEMENTS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "PREPARATION OF ANNUAL FINANCIAL STATEMENTS"- UBU-Q-05/02/17" not later than the 06 March 2017 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
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Mr. G M Sineke  
MUNICIPAL MANAGER

ITEM	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
1.		PREPARATION OF ANNUAL FINANCIAL STATEMENTS	

## **PREPARATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017**

### **PURPOSE**

To prepare GRAP and MFMA compliant annual financial statements on behalf of Ubuhlebezwe Municipality for the year ended 30 June 2017.

### **SCOPE OF WORKS**

Prepare accurate and complete GRAP and MFMA compliant Annual Financial Statements for the year ended 30 June 2017

Review the Trial Balance and general ledger for accuracy and completeness

Prepare all year end procedures to ensure completeness of the AFS

Prepare notes to the Annual Financial Statements that are accurate, complete and Compliant with all statutory reporting requirements

Ensure Compliance with GRAP and all other relevant standards

Ensure that the working paper file is adequate, complete, correct and properly referenced

Submit Draft AFS to AG on the 31 July 2017 and Final AFS on the 25 August 2017

### **SPECIFICATION**

Proven, substantiated track record /experience in accounting and auditing within local government as well as private sector.

- Thorough knowledge of and conversant with the following:
  - Applicable accounting standards in local government including but not limited to GRAP, IFRS
  - Local government legislation and circulars
- At least 3 years' experience in preparing financial statements; specifically in a municipal environment
- Curriculum vitae of key staff to be engaged on this projects, detailing municipal experience, GRAP experience , Municipal accounting and auditing experience
- Team to demonstrate hands on accounting and auditing experience in municipalities
- Clearly indicate qualifications and membership to registered governing bodies eg , SAICA, SACE, IMESA
- Must demonstrate ability of reconciling and balancing of the trial balance, general ledger and Annual Financial Statement

- Must review working paper both hard and soft copies for audit purposes
- Provide three references of municipalities, with audit outcomes of the said municipalities, as well as contact details to confirm experience and projects under taken.
- Rates based on competency and experience of the project team.

**Evaluation:**

The evaluation criteria will be two stages in terms of Preferential Procurement Plan Act. The first stage will be on functionality and final stage will be on price. Tenderer who scores less than 80% on functionality will be deemed non-responsive and will be disqualified. Only Tenderers who scores above 80% will qualify for stage two evaluation;

**FUNCTIONALITY**

**1. DETAILED METHODOLOGY**

Detailed methodology/ approach with clear project plan	=	20 points
Detailed methodology/ approach with clear project plan including clear skills transfer And capacity building	=	30 points

**2. BUSINESS EXPERIENCE**

Experience in compiling municipal GRAP compliant AFS and relevant consulting experience in municipalities, kindly attach copy of appointment letter or an order.

5 points per order/ appointment letter	- maximum 30 points
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**3. UNQUALIFIED OPINION**

Kindly attach 3 contactable and verifiable experience letters where the GRAP compliant set of AFS were prepared by your organisation and those municipalities obtained an unqualified audit opinion. The AFS must have been prepared in the last two (2) years

3 reference letters attached	=	10 points
Less than 3 letters	=	0 points

#### **4. PROJECT TEAM**

Kindly attach two CV's of the project team members to be assigned to this project.

1-4 years' experience in preparing AFS = 5 points per CV

Over 5 years' experience in preparing AFS = 10 points per CV

#### **5. PROFESSIONAL ASSOCIATION**

Kindly attach certified copies of professional registration for team members to be assigned to this project.

Certified copy registered with SAICA = 5 points

Certified copy registered with IMESA or any other relevant body = 5 points