

UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
Fax: 039 834 2978
Email:scm.procurement@ubuhlebezwe.gov.za

REF: 0001232
QUOTE NO: UBU-Q-01/05/19
Date: 07 MAY 2019

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR SERVICE PROVIDER TO REVIEW INTERIM FINANCIAL STATEMENT 2018/19.

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 "Interim financial statement review 2018/19 - UBU-Q-01/05/19" not later than 17 MAY 2019 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

- Price(s) quoted must be valid for at least sixty (60) 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 1, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate & Tax compliance status with verification pin
- Detailed proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate with SANAS logo or sworn affidavit**
- Copy of Company Registration Document
- Copies of ID for Company Directors or Members
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months or an Affidavit signed by Commissioner of Oath if you do not pay municipal accounts or a valid lease agreement with a letter from the landlord stating that rent is up to date.


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.

If the price offered by tenderer is not market related, the municipality may not award the contract to that tenderer and may negotiate for market related price with the tenderer, failing which negotiate with the net highest scoring tenderer or the tender may be cancelled.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully


Mr G M Simeke
MUNICIPAL MANAGER

QUANTITY	DESCRIPTION	PRICES INCL VAT
1	INTERIM FINANCIAL STATEMENT REVIEW 2018/19	
	All amounts to include VAT	

Delivery Address
29 Margaret Street
Ixopo
3276

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	UBU-Q-01/05/19	CLOSING DATE:	17 MAY 2019
CLOSING TIME:	12H00	DESCRIPTION	
INTERIM FINANCIAL STATEMENT REVIEW 2018/19		THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).	

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

29 MARGARET STREET			
IXOPO			
3276			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TERMS OF REFERENCE
INTERIM FINANCIAL STATEMENTS REVIEW 2018/19
UBUHLEBEZWE LOCAL MUNICIPALITY

PURPOSE AND OBJECTIVE OF THE PROJECT

- ✓ Establish whether all disclosures are made in the Annual Financial Statements.
- ✓ This includes checking whether the statements reconcile with the trial balance as well as with supporting schedules.
- ✓ Testing of presentation and checking the extent of compliance to the applicable accounting standards and applicable legislation.

REQUIREMENTS

- Ubuhlebezwe Local Municipality wishes to obtain the services of external service provider to review Interim Financial Statements 2018-19 of the municipal as these directly impact on the validity, completeness and accuracy of financial and non-financial information.
 - As can be seen from the above, the service provider must possess the following:
 - ✓ Team members must have minimum of Bachelors of Commerce Degree: Accounting, Auditing / Finance or equivalent, couple with a minimum of three years practical experience.
 - ✓ The service provider must have an experience and knowledge of preparing and reviewing GRAP compliant AFS of a Municipality.
 - ✓ The service provider must have three reference letters from the organizations where it performed similar assignments for each task preferable in local government.
 - ✓ The service provider must be able to communicate in both English and IsiZulu, which are the predominant languages within the area of operation of Ubuhlebezwe.
 - ✓ The project time frame is one (1) week from the date of appointment of the service provider.
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DELIVERABLES / KEY OUTPUTS

- ✓ Ensure that all adjustments recommended by auditor general are effected in the Interim financial statements as this is part of audit readiness
- ✓ Ensure that all GRAP compliance issues were taken into consideration in preparation of Interim Financial Statements.
- ✓ Prepare final report for tabling to management and recommendation thereon on the reviews especially on the qualification issues.

EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- ✓ Stage 1- Functionality
- ✓ Stage 2- Price and BBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
✓ Previous Experience	50
✓ Capacity and Expertise	40
✓ Methodology	10
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINT	
✓ BBEE POINTS	20
✓ Price	80
TOTAL	100

Breakdown for Functionality:

Functionality	Weight
Previous Company relevant experience	50
Previous record of experience for successfully carrying out similar assignment (s):	
<ul style="list-style-type: none"> ✓ 5 points per attached appointment letter / order of a similar engagement. 	30
<ul style="list-style-type: none"> ✓ 5 points per letter of reference from previous engaged municipalities for a similar engagement signed by the MM. 	20
NB: Please attach letter for previous similar engagements (appointment letters and reference letters)	
Capacity and expertise to undertake the project	40
Team leader (Reviewer) : <ul style="list-style-type: none"> ✓ Proof of registration of a team leader to relevant Professional Body (SAICA/SAIPA). 	10
<ul style="list-style-type: none"> ✓ Experience of a team leader on local government: 3 -5 years (10 points) Above 5 years (15 points) 	15

Other member/members ✓ Bachelor of Commerce Degree and at least 3 years' experience in Local government ✓ NB: Attach proof professional registration body / certificates in order to claim the above points and CVs of team leader and other members	15
Methodology	10
✓ Brief and clear proposal indicating clear understanding of requirements as set out in terms of reference (specification) ✓ NB: Attach draft methodology indicating how deliverables will be achieved.	10

- ✓ Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable.

CRITERIA FOR SELECTION

- ✓ In terms of the approved SCM policy, the project will follow a quotation process of 80/20.

SUBMISSION OF PROPOSALS

- ✓ Proposals must be placed in a sealed envelope and clearly marked: "Proposal – IFS reviews 2018-19" and placed in the tender box in Ubuhlebezwe Municipality not later than 12:00 onMay 2019. Proposals will not be opened in public.
Enquiries should be directed to during office hours from 8H00 to 16H30.

Ubuhlebezwe Municipality
29 Margaret Street
Ixopo
3276

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G.M Sineke
Municipal Manager