



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

REF: 4639
QUOTE NO: UBU-Q-01/10/17
Date: 02 October 2017

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE PREPARATION OF RISK ASSESSMENT FOR 2017/18 FINANCIAL YEAR.

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 **"RISK ASSESSMENT" - UBU-Q-01/10/17"** not later than **13 October 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



Mr G M Smeke
MUNICIPAL MANAGER

| QUANTITY | DESCRIPTION Ref: 4639 | PRICE INCL. VAT IF VAT VENDOR |
|----------|--|----------------------------------|
| | Request to prepare risk assessment for the 2017/18 financial year: -Conduct risk assessment workshop -Compilation of risk register, Strategic risk register, Operational risk register, Fraud risk register -Provide lunch for 20 people not exceeding R60 per person | |
| | | |

29 Margaret Street
Ixopo
3276

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY OF MUNICIPALITY'S RISK ASSESSMENT

Ubuhlebezwe Local Municipality hereby invites professional service providers to submit quotations on the following:

Conduct a risk assessment workshop for each of the municipality's department, compile a risk register and advise the risk committee.

Specification

The prospective service provider will be required to undertake the following tasks during the assignment. Any other additional tasks that will be deemed necessary during the appointment will be discussed, and if agreed to, will be added as an addendum.

1. To prepare risk assessment schedule and facilitate appointment arrangements with relevant process owners, management and other relevant stakeholders.
2. To conduct organization-wide risk assessments (throughout the Municipality);
3. Compilation of the Municipal organization-wide Risk Register for 2017/2018 financial year comprised of:-
 - i. Top 10 Risk register for 2017/2018 (Organization-Wide)
 - ii. Strategic Risk Register for 2017/2018(Organization-Wide)
 - iii. Operational Risk Register for 2017/2018 (Organization-Wide)
 - iv. Fraud Risk Register for 2017/2018 (Organization-Wide)
4. To compile Executive summary of the risk assessment report.
5. To Maintain Attendance registers for risk assessment workshops.

Timeframes

The successful service provider(s) will be appointed for a period less than a month (3 to 4 weeks) as per the projection below:-

- Week 1 – Planning
- Week 2 – Execution (Actual Risk Assessments)
- Week 3 – Reporting, including presentation of the risk register to the Risk committee.

Transfer of skills

During the execution of the assignment, the service provider will be required to work closely with designated officials.

Evaluation Criteria

The evaluation will be in two stages as follows:

STAGE 1

FUNCTIONALITY:

Service providers are required to score a minimum of 70 points in order to be considered for the second stage.

1. **Detailed approach and programme (maximum of 20 points).**
 - The approach must indicate the understanding of the Terms of Reference, timeframes and implementation of the project 10 points
 - Understanding of the Internal audit activities 05 points
 - Understanding of Risk Management Regulations and policies 05 points

2. **Experience of the business in similar project (maximum of 20 points) please attach table indicating the nature of project, amount, and year started and completed, employer and contact details.**
 - 1-2 years 15 points
 - 3-5 years 20 points

3. **Team's personal experience relevant to this job (maximum 20 points) please attach a detailed CV.**
 Project Manager's CV- 5 years' experience in Risk Management
 - 1-2 years 5 points
 - 3-5 years 10 points
 - +5 years 20 points

4. **Traceable reference (maximum of 20 points)**
 - 5 reference letter 20 points

5. **Appointment references (Maximum 20 points)**
 - 5 points per attached copy of order /appointment letter 20 points

Quotations that do not make at least 70 points will not proceed to stage 2.

STAGE 2

- 80 points for price.
- 20 points for BBBEE status