



# MOQHAKA LOCAL MUNICIPALITY

## REQUEST FOR FORMAL WRITTEN QUOTATIONS

Moqhaka Local Municipality is hereby inviting service providers to quote on the following:

RFQ Number	Description	Contact Person	Closing Date/Time
1/1/2/2018-19	<p><b><u>QUALITY REVIEW ON: THE ANNUAL FINANCIAL STATEMENTS 2017-18</u></b></p> <p>The Municipality is required in terms of section 122 of the MFMA to prepare annual financial statements which:</p> <ol style="list-style-type: none"> <li>Fairly presents the state of affairs of the municipality or entity, its performance against its budget, its management of revenue, expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year; and</li> <li>Disclose the information required in terms of section 123, 124 and 125 of the MFMA.</li> </ol> <p>It is against this background that the municipality request a prospective service provider to provide quality assurance on the Annual Financial Statements prepared by the municipality.</p> <p><b>The municipality requires:</b></p> <ul style="list-style-type: none"> <li>The services of a qualified Accounting and Auditing firm to review the preparation of annual financial statements for the 30 June 2018 year-end (<i>including the applicable GRAP Reporting Framework for the 2017/18 Financial year</i>),</li> <li>To review the impact of mSCOA on the Annual Financial Statement for 30 June 2018 including the comparative figures</li> <li>The submission of the 2018 Annual Financial Statements (AFS) is expected on the 20<sup>th</sup> August 2018.</li> </ul> <p><b>NB:</b> <b><u>The Service Provider will be afforded 5 days to perform the quality assurance and also provide a report to the municipality in this regard.</u></b></p>	<p>Mrs. Irene Mokheseng Tel: 056 216 9142 Email Address: irenem@moqhaka.gov.za</p>	<p><b>20/08/2018</b> <b>At 12H00</b></p>

	<i>The service provider must have at least 3 verifiable references where this work was performed to the required standards.</i>		
--	---	--	--

**Submission of Quotation:**

**By hand:** Quotation and supporting documents must be sealed and externally endorsed with the RFQ No. and Description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

**By Post:** To reach the Manager Supply Chain Management, P.O. BOX 302, Kroonstad, in sufficient time for it to be placed in the Tender Box before closing time.

**Terms and Conditions relating to tendering:**

- The Municipal Supply Chain Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Moqhaka Local Municipality's area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.
- All Bidders should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za> / [www.csd.gov.za](http://www.csd.gov.za)

**Please attach the following documents:**

**(Failure to submit the below mentioned documents will result in immediate disqualification)**

- Bidders should be registered on CSD Website at [www.csd.gov.za](http://www.csd.gov.za) and the proof of CSD Registration Documents must be attached;
- Company's registration documents, Tax Clearance Certificate or TCC Pin, certified ID copies of company's directors not older than three (3) months and the company profile must be attached;
- Municipal rates and taxes statement that is not older than 90 days that clearly state the business name obtainable from the municipality where the business resides or lease agreement must be attached, if the statement is on the Landlord's or an individual's name an affidavit certified by the commissioner of oaths must be attached;
- Bidders must submit certified copy of SANAS Accredited BBEE Status Level Certificate or the BBEE Sworn Affidavit which is signed by the commissioner of oaths. BBEE status should also be captured upon CSD Registration;
- Only SANAS Accredited B-BBEE Certificate and the sworn BBEE Affidavit-B-BBEE Exempted Micro Enterprise which is signed by the Commission of Oaths will be accepted. No other B-BBEE Certificate will be accepted according to the new Preferential Procurement Regulations (PPR);
- Certified copies of registration document with relevant regulatory bodies e.g. SAICA, ACCA, SAIPA.
- Late and unsigned or incomplete bids will be disqualified;
- Closing time: 12H00
- Declaration of Interest (MBD 4 Form) must be attached to the quote and must be fully completed and signed;
- Failure to attach the above-mentioned copies will result to a tender being non-responsive;

- **Municipality will only communicate the outcome of the RFQ with successful bidder and more information can be obtained from the municipality website;**
- **Young people, women and people with disabilities are also encouraged to submit quotations;**

**Enquiries**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9183. For Technical queries contact Mrs Irene Mokheseng at 056 216 9142.