



## MOQHAKA LOCAL MUNICIPALITY


### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 1/1/3/2019-20

CLOSING DATE: 23 JULY 2019

CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: **R 150.00**

Description	Contact Person
<p><b><u>QUALITY REVIEW ON: THE ANNUAL FINANCIAL STATEMENTS 2018-19</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 2019 year-end (including the applicable GRAP Reporting Framework for the 2018/19 Financial year),</li><li>To review the impact of mSCOA on the Annual Financial Statement for 30 June 2019 including the comparative figures</li><li>The submission of the 2019 Annual Financial Statements (AFS) can be expected on the 19<sup>th</sup> August 2019.</li></ul> <p><b>NB:</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></p>	<p>Mr R Visagie Tel: 056 216 9143 Email Address: royv@moqhaka.gov.za</p> <div data-bbox="1034 1308 1490 1635" style="border: 2px solid black; padding: 5px; transform: rotate(-2deg);"><p><b>SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE</b></p><p>2019-07-12</p><p>Official Signature </p></div>

The following conditions to quotation exist:

- The Municipal Supply Chain Policy will apply ( Available at [www.moqhaka.gov.za](http://www.moqhaka.gov.za) );
- Bidders who do not have BBBEE Certificates will not be disqualified;
- Bidders should ensure that quotations are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. **Telephonic, facsimile, electronic/emailed and late quotations will not be accepted.**
- All prices must include VAT;
- Quotations will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.

6. The quotation must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned;
7. The lowest or any quotation shall not necessarily be accepted and the Municipality reserves the right to accept any part of the quotation;
8. Quotations submitted are to hold good for the period up until to 90 days;
9. Do not dismember this Quotation Document (do not take it apart or put documents between its pages);
10. All other documents of the submission must be attached behind this bid document;

Please attach the following **COMPULSARY DOCUMENTS:**

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

1. Copy of company registration (CIPC-CK) documents that reflect company name, registration number, date of registration and active directors or members;
2. Certified copy of ID documents of the active directors or members which is not older than three (3) months (90 days);
3. Bidders must submit an original or originally certified copy of SANAS Accredited Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or the B-BBEE Sworn Affidavit which is signed by the commissioner of oaths or B-BBEE from IRBA will be acceptable. (Non-compulsory, failure to submit will result in no points awarded).
4. An original and valid tax clearance certificate or tax compliance status reference pin issued by SARS must be attached to this bid document;
5. The bidding entity as well as all its directors must submit the Municipal rates and taxes statement, which is not older than three (3) months / 90 days in arrears or valid lease agreement which is in the name of the business and, which must stipulate the responsibility of payment of municipal services.
  - 5.1 If the responsibility of payment of municipal services is that of the tenant / lessee, please provide proof of payment of those services.
  - 5.2 If the business operates from the different address as per the CIPC document, an affidavit certified by the commissioner of oaths must be attached.
  - 5.3 If the statement is in the Landlord's or Director's name an affidavit certified by the commissioner of oaths must be attached.
6. The Central Supplier Database (CSD) registration summary report. **NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD.**
7. The following completed and signed documents to the bid: (Obtainable from the SCM section After paying the non refundable fee of **R150.00**).
  - 7.1 MBD 1: Invitation to tender;
  - 7.2 MBD 4. Declaration of Interest;
  - 7.3 MBD 6.1 Preferential Points;
  - 7.4 MBD 8: Declaration of bidders past supply chain management practices
  - 7.5 MBD 9: Certificate of independent bid determination.

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

8. Delivery charges **MUST** be included in the price for "Supply and Delivery of Goods" or it should be clearly indicated.
9. In terms of Joint Venture: bidders must attach a joint venture agreement;
10. Municipality will only communicate the outcome of the bid with successful bidder and more information can be obtained from the municipality website;

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 27636 DATED 30 MAY 2005.**

#### **SUBMISSION DETAILS**

The quotation and supporting documents sealed in an envelope and externally endorsed with the relevant quotation number and description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

#### **CONTACT DETAILS FOR ENQUIRIES**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9183.  
For Technical, queries contact Mr R Visagie at 056 216 9143.