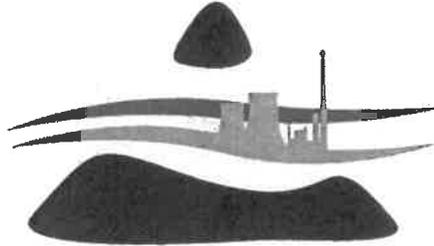


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 058/2022-23

PROCUREMENT OF ANNUAL FINANCIAL STATEMENTS REVIEW

CLOSING DATE 14 JUNE 2023 @ 12:00PM

PREPARED FOR/BY:

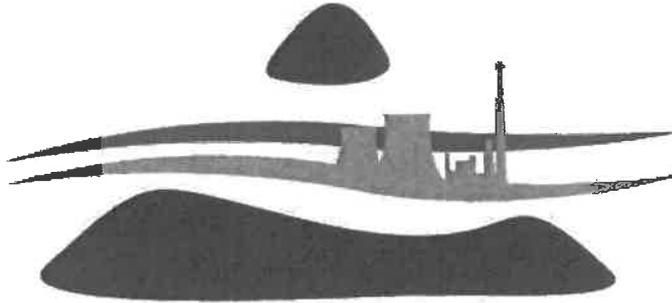
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 058/2022-23

Date: 08 June 2023

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF ANNUAL FINANCIAL STATEMENTS REVIEW

SPECIFICATIONS

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 14 June 2023 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**
- For all transaction, SARS tax Clearance certificate must be furnished.

- The service provider **MUST** complete MBD4, MBD6.1 and MBD8 forms, failure to complete those forms will lead to disqualification.
- Copy of company registration reflecting equity owned by the members and status.
- All service providers are requested to submit a valid **BBBEE VERIFICATION CERTIFICATE** together with a quotation, to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023.
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

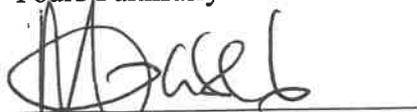
POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ BBBEE Status	20
<u>Special Goals</u>	<u>Points Allocation</u>
Black owned (more than 51%)	10
Women owned (more than 51%)	5
Youth owned (more than 51%)	5

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy. **Bidders are welcome to request the bid document from SCM unit to be emailed for free.**

Yours Faithfully



M Choshane
ACTING CHIEF FINANCE OFFICER

ACQUISITION OF A SERVICE PROVIDER TO REVIEW ANNUAL FINANCIAL STATEMENTS FOR FEZILE DABI DISTRICT MUNICIPALITY AND ASSIST WITH IMPLEMENTATION OF NEWLY EFFECTIVE STANDARDS.

1. Terms of reference

- Review each of the financial statement items to determine the GRAP compliance status.
- Review of all financial statement related policies to be in line with required GRAP standards
- Review of financial statements (GRAP compliant)
- Independent review of the financial statements before submission to the Auditor-General by our highly skilled technical team.
- Independent person with-in the company to review the AFS

The potential service provider is expected to have vast experience in preparation of financial statements

The appointment of a service provider shall be for a period of one (1) year.

2. Points allocation

2.1 80/20 points system will be applicable.

Price = 80 points

Preference = 20 points

2.2 Functionality points (50)

	Points
<p>Methodology (Rating score values for methodology of proposal is allocated as follows: <i>Unsatisfactory = 1; Satisfactory = 2; Good = 3; Very Good = 4 and Excellent = 5.</i> <i>The maximum score value which can be awarded is 5) X 3</i></p>	15
<p>Previous experience <i>0-4 years (2 points)</i> <i>5-9 years (3 points)</i> <i>10-14 years (4 points)</i> <i>15 or more years (5 points)</i> Plus 1 point for each contactable reference letter attached (at least 5 ref letters) <i>Points will not be awarded where a reference is not contactable.</i></p>	10
<p>Team <i>Team members that will be working on the project</i></p> <p>Independent or quality reviewer <i>(experience and qualifications)</i></p> <p>Number of municipal unqualified audits reports produced <i>Where:</i></p> <p><i>1 Unqualified audit opinions (3 points)</i> <i>2 Unqualified audit opinions (6 points)</i> <i>3 Unqualified audit opinions (9 points)</i> <i>4 Unqualified audit opinions (12 points)</i> <i>5 Unqualified audit opinions (15 points)</i></p>	5
Total	50

2.2.1 It is expected that the methodology must cover at least the following

- Project implementation plan
- Clear time frames

2.2.2 In order to qualify for points allocated for previous experience the service providers are expected to provide reference letters from the municipalities for similar project undertaken.

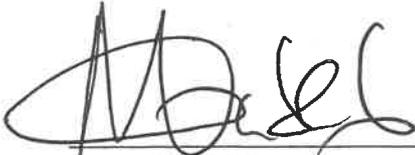
2.2.3 Service provider that fails to achieve a minimum of 40 points on functionality will be disqualified

RECOMMENDED BY



P MOLOI
DEP MANAGER FINANCE

APPROVED BY



M CHOSANE
CHIEF FINANCIAL OFFICER