



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): FOR PROVISION OF ASSESSMENT AND VERIFICATION OF IRREGULAR EXPENDITURE SERVICES.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the **provision of assessment and verification of irregular expenditure services**.

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	01 July 2019
RFQ NUMBER	NLM/RFQ/PAVIES/2018/2019
DESCRIPTION OF GOODS/SERVICE	FOR PROVISION OF ASSESSMENT AND VERIFICATION OF IRREGULAR EXPENDITURE SERVICES.
CLOSING DATE AND TIME:	08 July 2019 AT 12H00
ENQUIRIES	079 525 3503-X.N. Venn or 082 788 9641-N.Dinwayo

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

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- To review and report on the root cause of all irregular expenditure incurred regarding the irregular expenditure incurred.
- Review the circumstances surrounding non – compliance that resulted in irregular; expenditure and conclude if justifiable;
- To review and confirm if the breach was in good faith or intentional financial misconduct.
- Based on the facts revealed by the review; confirm whether the Municipality received value or suffered any loss;
- Conclude that; where the Municipality:-
 - i. Received value and suffered no loss, that a claim against the official concerned would not succeed and that no further steps be taken, or
 - ii. Received no value and suffered loss, that a claim against the official for the recovery of such loss be instituted and
- Report to the Council with recommendations in line with Municipal Finance Management Act Circular 68.

QUALIFICATIONS

The bidder must have been in existence for more than 2years.

The bidder must be an accounting firm that has experience on Auditing and Financial Reporting

There must be Chartered Accountant qualifications (CA) fully employed or assisting the Bidder in order to ensure quality assurance on this project.

DURATION

A detailed program of implementation must be submitted with clear time frames and milestones to be achieved. Milestones must be broken down into weekly activities.

OUTCOME

After this independent assessment the expected outcomes are:

Proper analysis and characterization of the irregular expenditure

The examination of the institutional capacity that will enable the municipality to navigate away from similar irregular expenditure in the future.

The proper implementation of Circular 68.

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A detailed situational analysis on implementation of Regulation 32 and Regulation and Regulation 36

A comprehensive report with clear recommendations relating to write off and consequence management where misconduct has been identified.

PROPOSAL SUBMISSION REQUIREMENTS

List of Contents

All proposals must cover the following aspects of importance:

A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven track record of conducting Auditing with a CV for the personnel that will be dealing with the project.

Proposed Methodology

Bidder must compile a detailed methodology that will address Project initiation, project management, project milestones, time management, quality assurance and clear outcomes with specific time frames.

Mandatory Documents to be submitted

A proposal will not be considered unless the Bidder furnishes the NLM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- Company Profile with detailed organogram
- MBD 4,8 & 9
- Tax Certificate/ Pin from SARS
- Proof of Rates not outstanding for more than 3 months or a valid lease agreement from the property owner
- Certified ID copies
- Certified CK Document
- NB: All certification must be not more than 3 months.

- Evaluation criteria is 80/20 where 80 will be for points and 20 for valid BBBEE certificate/ sworn affidavits/ Exempt certificate
- The consortium submitting the proposal must declare any conflict of interests that it may have.
- Successful bidders will need to be prepared to commence work within 5 days from the date of appointment.
- Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- The guidelines contained in the Ntabankulu Local Municipality Supply Chain Management policy will apply.

EVALUATION CRITERIA

Bids will be evaluated using 80/20 evaluation criteria where 80 points will be allocated for price and 20 points for BBBEE.

With regard to functionality the following criteria will be applicable and the maximum points of each criterion are indicated in brackets.

Criteria	Points
Clear company profile, with clear address/s Project team members with CV's and certified copies of qualifications attached (Including a registered Chattered Accountant)	40
Relevant experience with contactable references (attach certified copy/ies of appointment letters, certified reference letters):	30
5 years and above	30

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3-4 years	15	
1-2	10	
Detailed work plan with clear targets		30
Total		100

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated for price.

8. SUBMISSION OF BIDS

Bids are to be submitted in a tender box situated at ERF 85, Main Street, Ntabankulu Local Municipality.

- All submissions must be clearly marked: "ASSESSMENT OF IRREGULAR EXPENDITURE AND REPORTING".
- Submissions must be hand delivered to the Municipal Offices, Erf 85 Main Street, Ntabankulu on Friday the 24th of May 2019.

CHECKLIST

RFQ NO. __ NLM/RFQ/PAVIES/2018/2019

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

1.	Original Tax Clearance Certificate/ SARS Pin number certificate	
2.	MBD 4: Declaration of Interest	
3.	MBD 9: Certificate of Independent Bid Determination	
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
5.	Certified Copy of BBBEE certificate	
6.	Certified Copy of Company Registration Document	
7.	Certified ID Copy/s of company directors	

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9.	All alterations have been signed
10.	Quotation is signed
11.	Submit copy of rate and refuse account (proof that the service provider does not have any pending outstadebt to any Municipality) / signed lease agreement/ A proof stating that company not own property within urban area.
12.	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Non registration will be regarded as non-responsive and be disqualified from bid.


NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked "**Provision of assessment and verification of irregular services**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Issued by: L. Nonyongo-Municipal Manager

 01 JUL 2019

