



BID NOTICE AND INVITATION TO BID
BID NO: NLM/ BTO/PFIAFSC/2019/2020

**PROVISION OF FINANCIAL IMPROVEMENT AND COMPILATION OF GRAP AND MSCOA
COMPLIANT ANNUAL FINANCIAL STATEMENTS**

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, from suitably qualified consultants to bid for **FINANCIAL IMPROVEMENT AND FOR THE COMPILATION OF GRAP AND MSCOA COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR NTABANKULU LOCAL MUNICIPALITY FOR THE 2019/2020 AND 2020/2021 FINANCIAL YEARS.**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R424.00 or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for 23rd March 2020 at 11:00 in the Ntabankulu Municipal Main Boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"PROVISION OF FINANCIAL IMPROVEMENT AND COMPILATION OF GRAP AND MSCOA COMPLIANT ANNUAL FINANCIAL STATEMENTS: BID NO : NLM/BTO/PFIAFSC /2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on 30 March 2020, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile will all completed projects, CV's of Employees and reliable references.

- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the 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 the bid.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on capacity and experience and bidders who failed to score a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation				Points allocated
<ul style="list-style-type: none"> • A detailed Company profile with detailed Company experience, Organogram, Audited Annual financial statements for the past 2 years with audit opinion, details of key staff (please attach CVs and certified copies of certificates of project team members) – 10 points • Proof of registration with relevant Professional Bodies - 10 points 				20 points
Relevant entity experience in the field: (compilation of GRAP and mSCOA compliant AFS)				45 points
APPOINTMENT LETTERS	AUDIT OPINION	AUDIT OPINION	NO.OF POINTS	
5 Municipalities	Unqualified with Findings (3 max)	Unqualified with no Findings (2 min)	45	
3	Unqualified with Findings (2 max)	Unqualified with no findings (1 min)	20	
2	Unqualified with findings (1 max)	Unqualified with no findings (1 min)	10	
Methodology: <ul style="list-style-type: none"> • A detailed methodology must include: <ul style="list-style-type: none"> ○ Project team members: led by 1 or 2 Chattered Accountants with not less than 3 years individual experience in the Municipal AFS Compilation - 15 points ○ Caseware or Equivalent AFS compilation system Specialists (min.2) - 10 points ○ Detailed project plan with clear milestones - 5 points ○ Skills transfer methodology - 5 points 				35 points
				100 points

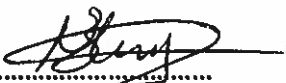
The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **X. Venn** at **039 258 2452/071 273 8746** or **vennx@ntabankulu.gov.za** or **Mr. O. Mdudi** at **039 258 0314/082 786 0772** or **scmmanagerntabankulu@gmail.com** during office hours i.e. between 08h00 and 16h30.

Requested by



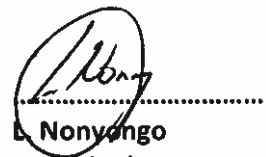
N. Mdutyana
Bid Specification Chairperson

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager