



TERMS OF REFERENCE

TAX CONSULTANT/FINANCIAL ADVISORY SERVICES

1. BACKGROUND

The Local Government term from 2016-2021 has now officially come to an end. Local Government Elections date has been pronounced to be the 01 November 2021, and in the process, there will be a transition in Local Government in general. After the elections the outgoing councillors will be entitled to benefits which include their pension fund, leave gratuity and or provident fund benefits. The on-coming councillors will need financial advisory services to ensure that their salary structures are done in such a way that they are compliant in terms of the existing tax laws, and also does not put them at a disadvantaged position in terms of their monthly earnings.

2. SPECIAL CONDITIONS OF CONTRACT

The Tax consultant/ Financial Advisor will work together with the payroll section of the Municipality in ensuring that:

2.1. FOR OUTGOING COUNCILLORS

2.1.1 Individualised attention must be given to all councillors, therefore structured meetings will be facilitated to deal, but not limited to, the following items:

- Verify tax compliance status with SARS and correct status where necessary
- Obtain benefits statement from the pension fund/provident fund and analyse it for tax and other implication
- Obtain information for leave gratuity and provide advisory services
- Provide general advisory services to ensure general understanding of financial decisions by the councillor for future investment

2.2. FOR IN-COMING COUNCILLORS

2.2.1 Individualised attention must be given to all in-coming councillors and therefore structured meetings will be facilitated to deal with, but not limited to, the following:

- Verify tax compliance status with SARS and correct status where necessary
- Assist with tax registration processes
- Salary structuring that is both tax compliant and beneficial to the Councillor for the duration of the 5 year term.
- Provide advice on Medical Aid, Pension fund/Provident fund and how these can be beneficial to a Councillor
- Interpretation of all allowances that are based on the Government Gazette for upper limits including working tools, cell-phone allowance, car allowance and other benefits
- Interpretation of a pay-slip to show gross salary versus net salary to show the effects of Pay-as you earn and other deductions.

- Use Municipal Policies that affect Councillor benefits and interpret their applicability to the Councillors.

3. QUALIFICATIONS AND EXPERIENCE

To qualify:

- 3.1 The bidder must have been providing tax advisory services and financial advisory services for a minimum of 3 years.
- 3.2 The bidder must provide proof of professional registration with a professional body relevant for tax/financial advisory services
- 3.3 The professional/s to be assigned to the project must have a 3 year-degree qualification and a minimum of 3 year experience in the field of financial advisory services

4. DURATION

The duration of these services will be dependent entirely on how the services will be structured by the consultant to provide maximum support to Councillors. A minimum of 4 weeks is recommended, considering the number of Councillors that the Municipality has.

5. OUTCOME

5.1 Tax compliant status for incoming and outgoing Councillors

5.2 Maximum support to financial decision making

5.3 Clear understanding of Municipal Policies and Government Gazette for upper limits

5.4 Credible salary structures for the in-coming councillors

6. SUBMISSION REQUIREMENTS

6.1 List of Contents

All proposals must cover the following aspects of importance:

6.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven track record of working as a registered Tax Consultant/ Financial Advisor , CV's and qualifications for the personnel that will be dealing with the project.

Clear organogram of the firm and project team members must be clearly identified.

6.1.2 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.

6.1.3 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
- Proof of registration with Estate Agency Affairs Board.
- Valid Fidelity Fund 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 2 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.

7. EVALUATION CRITERIA

Bids will be evaluated using 80/20 evaluation criteria where 80 points will be allocated for **price (Commission percentage)** and 20 points for BBBEE.

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

Criteria	Points
Clear company profile, with clear address/s Project team members with CV's and certified copies of qualifications attached	30
Relevant experience with contactable references (attach certified copy/ies of appointment letters, certified reference letters):	30
5 years and above	30
3-4 years	15
1-2	10
Proof of registration with professional body as a tax consultant/financial advisor or equivalent	40
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: “TAX/FINANCIAL ADVISORY SERVICES-21 “and be addressed for the attention of **the Municipal Manager, Ms L. Nonyongo**
- Submissions must be hand delivered to the Municipal Offices, Erf 85 Main Street, Ntabankulu on Wednesday the 20th of October 2021 at 12:00 midday.

INFORMATION AND QUERIES

TECHNICAL QUERIES

ALL technical queries may be directed to the attention of Mrs XN Venn, Chief Financial Officer on 071 273 8746 or by email on vennx@ntabankulu.gov.za

SUPPLY CHAIN MANAGEMENT QUERIES

To the attention of Mr O. Mdudi, Supply Chain Manager

Phone : 082 786 0772

Email address: mdudio@ntabankulu.gov.za

OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Ms L. Nonyongo
85 Main Street, Ntabankulu: email address: nonyongol@ntabankulu.gov.za

Approved by:

A handwritten signature in black ink, appearing to be 'L. Nonyongo', is written over a horizontal line. The signature is enclosed in a circular scribble.

L. NONYONGO
MUNICIPAL MANAGER