



**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO
REVIEW THE PROCUREMENT DOCUMENTS FOR COMPLIANCE WITH LAWS AND
REGULATIONS**

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1. INTRODUCTION

In terms of Municipal Finance Management Act (MFMA) section 122(1) every municipality or municipal entity must for each financial year prepare annual financial statements which fairly presents the state of affairs of the municipality or entity, its performance against its budget, its management of revenue, its financial results, and its financial position as at the end of the financial year.

All prospective qualifying service providers are hereby invited to submit their proposals for a the review of procurement documents for 2024/2025 financial year to determine compliance with applicable laws and regulations

2. SCOPE OF WORK

The prospective bidder will be required to review the tenders and quotes for 2024/2025 financial year for compliance with the applicable laws and regulations.

3. SPECIFICATIONS IN RESPECT OF THE REVIEW

- a) Review of procurement between R30 001 and R300 000 for compliance with applicable laws and regulations.
- b) Review of Procurement above R300 000 for compliance with applicable laws and regulations.
- c) Review the accuracy and completeness of the contracts register and the commitment register.

4. FUNCTIONALITY

NO	DESCRIPTION	WEIGHTS
1	Experience Bidder must demonstrate experience in executing projects of this nature by submitting the appointment letters/purchase orders as well as reference letters.	50

	5 appointments = 50 points, 4 appointments: 40 points, 3 appointments: 30 points	
2	<p>Expertise</p> <p><u>1. Project Manager/Director</u> One CV and copies of educational qualification. Must be a chartered accountant belonging to a professional body: SAICA (membership certificate). 20 points</p> <p><u>2. Project Team</u> Provide a minimum of 2 CVs and copies of educational minimum qualifications</p> <ul style="list-style-type: none"> • NQF 7 in Accounting or related • Completed SAICA articles/SAICA training contract completed 10 Points(5 points for each resource) • If the resource does not have SAICA articles, no points will be allocated 	30
3	<p>Methodology Methodology and approach are fully adequate to meet the requirements of the assignment relating to the deliverables required by these terms of reference.</p>	20

Bidders are required to achieve a minimum of 70 points in order to proceed to the next stage of evaluation.

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