

Dannhauser Municipality KZN 254

8 Church Street
Private Bag X1011
DANNHAUSER
3080



Telephone: 034 621 2666
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Date of Advert: 30/11/2021

Quotation Number: RFQ/1005

Description: UPDATE, REVIEW AND ALIGN 2020/2021 ANNUAL REPORT IN LINE WITH CIRCULAR 63 OF THE MFMA AND OTHER STATUTORY REQUIREMENTS

Kindly furnish us with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letter head of your business no later than, **09 DECEMBER 2021 at 12H00.**

Quotations are to be submitted in a sealed envelope; clearly marked "**Quotation number & Description**" must be deposited in the tender box situated at the reception area of Dannhauser Municipality offices, **8 church street**, Dannhauser 3080

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must include their certified BBBEE certificate copy (MBD 6.1).
- Bidders must include both original Tax Compliance Certificate (SARS Pin).
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation. (MBD forms are available from SCM office & from the website www.dannhauser.gov.za under Budget then scm forms)
- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- The successful provider will be the one scoring the highest points.
- Preference will first be made to local service providers.
- Bidders are required to submit their most recent municipal accounts for their business location or their personal residence account i.e. rates/refuse or Proof of residence for those who reside in rural areas.
- Bidders must fill in the RFQ register stating the date and time of when they submitted their RFQs, available at the tender box.
- Bidders must be registered on The Dannhauser Municipality Suppliers database, forms are available from the website www.dannhauser.gov.za & from reception.
- Dannhauser Municipality does not bind itself to accept the lowest, or any quote.
- The Municipality reserves the right to withdraw any invitation to quotations/proposal and/or to re-advertise or to reject any quotations/proposal or to accept a part of it.
- The municipality reserve the right to appoint a portion or split the service to a service provider.
- The Municipality does not bind itself to accepting the lowest quotations/proposal or award a contract to the bidder scoring the highest number of points.

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

Failure to comply with these conditions may invalidate your offer.

SCHEDULE

DESCRIPTION: QUOTATIONS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS AS PER BELOW SCHEDULE:

UPDATE, REVIEW AND ALIGN 2020/2021 ANNUAL REPORT IN LINE WITH CIRCULAR 63 OF THE MFMA AND OTHER STATUTORY REQUIREMENTS

Terms of Reference

DANNHAUSER LOCAL MUNICIPALITY ANNUAL REPORT REVIEW & UPDATE 2020/2021 IN TERMS OF CIRCULAR.63

FUNCTIONALITY

Dannhauser Local Municipality requires the development of the 2020/2021 financial period Annual Report. The document must be holistic in nature and detail the operations and performance of the municipality in the respective year under review. Compliance must be adhered to the Municipal Finance Management Act, 56 of 2003 (MFMA), Municipal Systems Act, 32 of 2000 (MSA) and National Treasury MFMA Circular 63 read in conjunction with the MFMA National Treasury Circular 11, and National Treasury Revised Annual reporting Template requirements.

PURPOSE

The Annual Report is:

- ✓ To be developed in terms of Circular.63 and related government legislations;
- ✓ To provide a record of the activities of the municipality or entity during the financial year to which the report relates;
- ✓ To provide a report on performance in service delivery and budget implementation for the financial year;
- ✓ To promote accountability to the local community for the decisions made throughout the year by the municipality or municipal entity; and
- ✓ To reduce the additional reporting requirements that will otherwise arise from Government Departments, monitoring agencies and financial institutions.

SCOPE OF WORK

The goals of the new Annual Report Format MUST achieve the following:

- ✓ A standardised report that is comparable other Annual Reports;
- ✓ An alignment to financial and non-financial reporting in the Annual Report;
- ✓ Development of a standardised report with a structure that will enhance comprehensive oversight, meaningful evaluation and improved understanding of service delivery output;
- ✓ Ensuring the standardisation of terminology used in the Annual Reports; and
- ✓ A well laid out process of the internal and external audit process.
- ✓ Preparation of oversight report

Compliance with the following;

Sections 121(3) and (4) of the MFMA which sets out the framework relating to the content of the annual reports for the municipality and section 46 of the Local Government: Municipal Systems Act, as amended:

- ✓ Financial Statements reporting to include, amounts owed to the municipality and persistently delayed beyond 30 days, by national or provincial departments and public entities;
- ✓ To report on national and provincial allocations, reconciliation will be undertaken to ensure all amounts are correctly reported.
- ✓ The incorporation of the audit report of the Auditor-General 2020/2021 in terms of both section 126(3) of the MFMA and sections 45(b) & 46, of the MSA; or any service provider during the financial year to which the annual report relate including development and service delivery priorities and performance targets for the next financial year;
- ✓ The incorporation of the municipality's annual performance report 2020/2021 as per section 46 of the MSA;
- ✓ The assessment of any arrears on municipal taxes and service charges;
- ✓ To report on whether the municipality or entity has met its statutory commitments, including the payment of taxes, levies, audit fees, and contributions for pension and medical aid funds.
- ✓ The assessment of municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the municipality's approved budget;
- ✓ The particulars of corrective action taken or to be taken on issues raised in audit reports; Report of the Audit Committee & Recommendations 2020/2021;
- ✓ The explanations to clarify issues on financial statements;
- ✓ Other reporting requirements in terms of other legislation;
- ✓ Any other information determined by the municipality/entity including recommendations made by the audit committee and any other information as may be prescribed.

Other Areas To Be Addressed;

Other issues to be regarded;

- ✓ The review of the 2020/2021 operational year;
- ✓ Governance;
- ✓ Service Delivery Performance
 - Functional Area Service Delivery Reporting Per Business Unit
 - Infrastructure Services;
 - Economic Development;
 - Community & Social Development;
 - Financial Services
 - Corporate Services; and
 - Financial Performance
- ✓ Ensure the incorporation of;
 - MIG & Other Grants for Capital Projects & Wards;
 - Financial Declaration of Councillors & Municipal Staff.
- ✓ Service Delivery Budget & Implementation Plan 2020/2021 Financial Year

LEGISLATIVE REQUIREMENTS

The following legislative requirements were considered during the review process.

- ✓ The Constitution (1996);
- ✓ Local Government: Municipal Structures Act (1998) (MSA);
- ✓ Local Government: Municipal Systems Act (2000), (MSA);
- ✓ Local Government: Municipal Planning and Performance Regulations (2001);
- ✓ Local Government: Municipal Finance Management Act (2003) (MFMA);
- ✓ Local Government: Municipal Systems Amendment Act (2003);
- ✓ Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (2006);
- ✓ MFMA Circular 11 (Annual Report Guidelines);
- ✓ MFMA Circular 13 (SDBIP);
- ✓ MFMA Circular 32 (Oversight Report);
- ✓ Municipal Public Accounts Committee Guidelines; and
- ✓ Other Legislations.

Required Experience

- ✓ Working under local government sphere in relation to performance.
- ✓ Development of the Annual Performance report and Annual Report.
- ✓ Experience in dealing with AG matters in local government.
- ✓ Three (3) reference letters of compiling, reviewing and updating Annual Report or Annual Performance Report, Service Delivery Budget Implementation Plan (SDBIP) or Performance Management System.
- ✓ Methodology of how work will be conducted.

Period of Work

1. Four (4) months from date of inception.

DELIVERY ADDRESS:

08 Church Street, Dannhauser, for more info please contact Mr Philani Ndlovu: Manager IDP on **034 621 2666 ext 0723 between 07H30 and 16H00** with lunch interval of 13H00 to 13H30.

ⁱ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the

Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.