



PLEASE FILL IN THE INFORMATION BELOW FOR A DOCUMENT TO BE UPLOADED ON THE MUNICIPAL WEBSITE.

Date of the item to be available on the website..... 19 January 2023

Brief description of the item RFO 1052 - ADVERT FOR

ASSETS - FAR CONSULTANT

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Please mark the department

Details of the requester department: FINANCE/ CORPORATE/ TECHNICAL/ COMMUNITY/ PLANNING

Section..... SCM Date of submission to communications 2023/01/18.....

Submitted by NAME JOE HLONGWANE SIGNATURE [Signature]

APPROVED / NOT APPROVED

MR. M.V. NTANZI DIRECTOR: CORPORATE SERVICE

DATE: 2022/...../.....

APPROVED / NOT APPROVED

MR. S. CELE MUNICIPAL MANAGER

DATE: 2023/01/18



Date of Advert: 19/01/2023
Quotation Number: RFQ 1052
Description: ASSETS – FAR CONSULTANT

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, **30 January 2023 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 security room 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 all MBD forms must be completed and submitted. MBD 4, MBD 6.1, MBD 8 & MBD 9 should 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 /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 state!

Failure to comply with these conditions may invalidate your offer.

TERMS OF REFERENCE

1. Deliverables/ scope of work

The successful service provider will be expected to deliver the following:

GRAP Compliant Assets Register

The service provider will be expected to perform the following:

- Mobilization, planning & project management;
- Revision of Asset Management Policy and Asset Accounting policies;
- Data collection and compilation of database;
- Identification, physical verification and componentization of all infrastructure assets of the municipality within its area of jurisdiction.
- Linking (GIS) mapping images to the fixed asset register with GPS coordinates;
- Identification, classification and componentization of buildings;
- Identification, classification, verification and componentization of all investment properties;
- Identification, classification and verification of all land and roads in the jurisdiction of the municipality;
- Asset valuations;
- Assess useful lives, residual values & depreciation methods for the assets identified;
- Valuation of all landfill sites in terms of GRAP 19;
- Evaluate verification results and implement steps to ensure correctness of asset register;
- Update the asset register with assets acquired before 30 June year-end;
- Capitalisation and bundling of WIP assets
- Accounting of servitudes;
- Identification, assessment and calculations of impairment on all assets with indicators of impairment according to GRAP 21 and GRAP 26;
- Preparation of supporting documentation for assets, audit file, reconciliations and AFS disclosure notes;
- Skills transfer and training of municipal staff;
- Technical assistance throughout the audit process;

- Provide necessary training within the department

2. Duration

The project duration will be for 12 months.

1. EVALUATION CRITERIA

a) First stage

Functionality Evaluation

All proposals will be evaluated in terms of functionality with maximum of 100 functionality points. All proposals meeting minimum scores of 80 points will be considered for the next final evaluation stage whereby proposals where the most cost effective proposal will be considered.

CRITERIA	WEIGHTING	MAXIMUM POINTS
Experience of the business in Preparation of GRAP compliant FAR	5 points per appointment letter	20
Signed reference/appointment letters	10 points per letter with no material audit findings - FAR	50
Technical Expertise and Competency - Team must be led by a qualified Chartered Accountant registered with South African Institute of Chartered Accountants (SAICA) with the necessary experience	0 Point for no experience 10 points for 10 and more years' experience 5 points for 6- 9 years' experience 2 points for 1-5 years' experience	10
Methodology - Detailed methodology/approach and project plan, clear skills transfer and capacity building	2 points for detailed approach only 5 points for detailed approach with project plan 20 points for detailed approach with project plan and clear skills transfer plan	20
TOTAL MAXIMUM POINTS		100

Finalists may be invited to present their proposals in a meeting with the municipality at a date to be advised.

DELIVERY ADDRESS:

08 church Street, Dannhauser Municipality, for more info please contact Mr Sikelela Buthelezi, Budget & Assets or Miss Spongile Hlatshwayo, Acting CFO on 034 621 2666 between 07H30 and 16H00 with lunch interval of 13H00 to 13H30.

- (a) a member of -
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b)rd 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.

Approved by the CFO.....

