

Dannhauser Municipality KZ- 254

8 Church Street

Private Bag X1011

DANNHAUSER
3080



Telephone: 034 621 2666

Date of Advert: 17/08/2023

Quotation Number: RFQ 1062

Description: REVISION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS

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, **25/08/2023 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 Specific Goals point system as prescribed in the Preferential Procurement Policy Framework Act no 5 of 2000 (Preferential Procurement Regulations as amended in November 2022) 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 SCM printable 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 reserves 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 awarding 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.

80 – POINTS (FOR PRICE):

DESCRIPTION	ALLOCATED POINTS
Price Competitiveness	80

20 – POINTS (FOR SPECIFIC GOALS):

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
2,5 points for 100% black person or people owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.		CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;		B-BBEE Sworn Affidavit and Municipal rates from your LOCAL MUNICIPALITY or proof of residence if you are in rural area.
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;		Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution		B-BBEE Certificate or equivalent

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

REVISION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS

Provide the GRAP Compliant AFS Review by:

- Revision of credible Annual Financial Statements (AFS) that are free from material misstatements
- Reviewing and assisting in resolving all the prior period audit issues raised by Auditor General
- Performing all prior year adjustments in order to have accurate opening balances in terms of GRAP 3
- Assisting in the year-end closure to ensure conclusion of all financial transactions and processes
- Review various reconciliations and recommend adjustments including but not limited to Creditors, Receivables, grants received, creditors accruals, property rates, revenue from services delivered, licencing and VAT.
- Ensure that General Ledger, Trial Balance reconcile with the Subsystem or Sub-Ledger
- Perform reconciliation between the SAGE VIP PAYROLL and MSCOA Trial Balance
- Review the Investment register
- Review the lease register
- Reviewing all other year-end reconciliations and make corrections if not accurately reviewed and review year end reconciliation that are not place
- Review, investigate and clear all reconciling items included in the bank reconciliation.
- Ensure proper and completeness of all Disclosures in terms of GRAP and MFMA
- Ensure proper disclosure of Agency Fees and reconciliation
- Review Performing provision for debt impairment calculations in line with GRAP provisions and aligns to council policy.
- Review Application of IGRAP 1 (Traffic Fines)
- Review Landfill site assessment and rehabilitation calculations
- Review Actuarial Valuations of the Long Service Bonus Awards and Post Employment Medical Subsidies
- Review year end journals.
- Review Compilation of GRAP compliant Annual Financial Statement by using CaseWare application (or equivalent system) for the year ending 30 June 2023 in terms of GRAP and other applicable standards
- Review Mapping from Munsoft to Caseware application (or equivalent system)
- Review Compilation of GRAP compliant Annual Financial Statement by using CaseWare application (or equivalent system) for the year ending 30 June 2023
- Assist the municipality with resolving the material misstatements on the prior year's audit and processing adjustment where necessary / as agreed upon with the AG to correct the previous year's financial statement as raised in the relevant Audit Reports.
- Review and submit the draft AFS for review to Internal Audit and Audit Committee on or before the 28 August 2023
- Submit all AFS adjustments at the end of the audit.
- Revision of the Audit file in line with the applicable legislation.
- Adhere to all required legislation.
- Proper transfer skills plan to the finance staff
- Assist with the Audit queries
- The service provider to ensure availability of competent resources (on sight)

DELIVERY ADDRESS:

08 Church Street, Dannhauser Municipality, for more info please contact **MRS GN MNTAMBO, ACTING CFO** on **034 621 2666 ext. 0718** 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)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.

M.S. Sithole
Acting Municipal Manager