

UMSOBOMVU MUNICIPALITY

INVITATION TO BID: COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS AND ASSET REGISTER

1. Bids are herewith invited from suitably qualified Service Providers to assist the municipal financial personnel to compile GRAP compliant Annual Financial Statements and Asset Register for the 2014/15, 2015/16 and 2016/17 financial years (oversight, training and mentoring role).
2. Sealed bids, endorsed with the corresponding bid description “**Annual Financial Statements and Asset Register**”, must be placed in the Bid Box at the offices of Umsobomvu Municipality, 21 A Church Street, Colesberg. Postal and hand deliveries must reach Umsobomvu Municipality not later than 12:00 on Friday 20 February 2015, after which the proposals will be opened in public.
3. Late, incomplete, electronic or telegraphic proposals will not be considered. The client reserves the right not to accept the highest or lowest or any proposal, and has the right to accept only part of a proposal. No reason for the rejection of a proposal shall be provided and the client shall not enter into any correspondence regarding this.
4. All proposals will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Regulations promulgated under this Act, value for money and capability. The bid will be adjudicated on the 80/20 points system (80 points = price and 20 points = preference) and functionality based on the criteria in the table below.

Principles in Terms of Which Points Will Be Awarded	
Step 1. Evaluation of the bid will be done on Functionality according to the following criteria	Weight
Values: 1= Poor; 2= Average; 3= Good; 4= Very Good; 5= Excellent	
(a) Qualification and skills based on project personnel’s CVs	5
(b) Reference on performance for similar work	5
(c) Quality of process plan and content of audit file to be prepared	5
(d) Audit outcome of municipality employed on GRAP AFS	5
(e) Methodology compiling AFS and transfer of skills	5
(f) Capacitating of employer personnel based on tool trades availed to perform function independently	5
A score of at least 90 out of 150 (60%) must be attained to qualify for further evaluation	
Step 2. Evaluation of acceptable bidders on price:	
The following formula will be applied in terms of price.	
Pt – P min/ Ps = 80(1- P min)	
Where	
Ps	= Points scored for price of Bids under consideration
Pt	= Rand value of offer Bids consideration
P min	= Rand value of lowest acceptable Bids

5. Interested service providers who wish to claim preferential points must attach to their proposal certified evidence of B-BBEE status level issued by a registered verification agency.
6. Declaration of Interest forms are available on the web-site (www.umsobomvumun.co.za) which must be filled out and submitted with the bid.
7. Bidders must supply with their bid the following documentation and or information:
 - 7.1 A valid Tax Clearance certificate;
 - 7.2 A company profile, with C.V’s of personnel who will be actively involved in the execution of the bid;
 - 7.3 Methodology and project plan based on the information as per 8 below;
 - 7.4 Proof of good standing with their local authority in respect of service charges;
8. The following deliverables must be priced:

- 8.1 Guidance, training, mentoring, assistance and advice to the financial staff to compile GRAP AFS;
- 8.2 Guidance, training, mentoring, assistance and advice to the financial staff to prepare and review the pre-AFS Trail Balance at year end;
- 8.3.1 Guidance, training, mentoring, assistance and advice to the Asset Management Unit to update and maintain the GRAP compliant asset register and per the IMQS Asset management System;
- 8.3.2 The reconciliation of the Asset Register with the General Ledger of the ABAKUS financial system;
- 8.3.3 Provision of expert assessment on infrastructure and unbundling of new projects
- 8.4 Review AFS to ensure GRAP compliance and that all required disclosures are included in the AFS;
- 8.5 Assistance and guidance with regard to responding to communications of Audit Findings Issued;
- 8.6 Assistance and guidance to compile a relevant Audit Action plan in response to Audit Findings;
9. No bid documents for the bid are available.
10. Information on the bid can be obtained from the Manager: Finance, Mr. D.T. Visagie at (051) 7530777.
11. All bids should hold good for 90 days from closing date.
12. This bid is subject to the General Conditions of Contract or any Special Conditions of Contract.



Mr. A.C. Mpela
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Notice No. 6/2015

20 January 2015