



**RAYMOND  
MHLABA  
MUNICIPALITY**  
.....  
UMANYANO KUPHULISO

T 046 645 7400/7451 | F 046 645 2562  
8 SOMERSET STREET  
FORT BEAUFORT | 5720  
P.O.BOX 36 | FORT BEAUFORT | 5720

**DATE: 13<sup>th</sup> March 2024**

### **INVITATION FOR QUOTATIONS**

**THE MUNICIPALITY WOULD LIKE TO EXTEND A CALL FOR THE SUBMISSION OF QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS TO PERFORM QUALITY REVIEW OF THE ANNUAL FINANCIAL STAMENTS FOR RAYMOND MHLABA LOCAL MUNICIPALITY FOR THE 2023/24 FINANCIAL YEAR.**

Completed quotations must be placed in a sealed envelope endorsed with the relevant above-mentioned name of the project and must be deposited in the Bid Box at the offices of Raymond Mhlaba Local Municipality, Corner Market Street, Town Hall, Fort Beaufort 5720, by no later than **12:00, on Wednesday, 20<sup>th</sup> March 2024.**

Preferential Procurement Policy Framework Act points will be awarded as follows:

<b>Price</b>	- <b>80 Points</b>
<b>Specific goals</b>	- <b>20 Points</b>
<b>Total</b>	- <b>100 Points</b>

**MANDATORY DOCUMENTS TO BE SUBMITTED AND FAILURE TO DO SO WILL LEAD TO BIDS DEEMED TO BE NON-RESPONSIVE.**

- Prices quoted must be firm and must be inclusive of VAT for VAT vendors.
- Bids which are late, not filled in black ink, incomplete, pages not filled in, unsigned or submitted by facsimile or electronically, will not be accepted.
- A confirmation from SARS with a verification pin.
- Certified copy of company CIPC Document.
- Certified ID Copies of Managing Directors/ Owners.
- Municipal Billing Clearance Certificate for the company and its directors from your local municipality is a compulsory submission. All service providers must provide municipal billing clearance obtainable from Revenue Manager/ Section. Take note that the municipality will not enter contract with the bidder whose Municipal Bill is more than 3 months in arrears.
- Compulsory submission of MBD forms 4, 8 and 9
- Bidders must be registered on CSD and provide confirmation of registration.
- Specific goals will be allocated as indicated below, and means of verification will be a full CSD Report
- No bidders in the service of the state are allowed to bid.

### **OTHER ADMINISTRATIVE REQUIREMENTS**

- Raymond Mhlaba Municipality Supply Chain Management Policy will apply.
- Raymond Mhlaba Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and value for money will be the key determinant of the appointment.
- Certified BBBEE certificate or sworn affidavits for EME's and QSE's (non-elimination item). Certification of documents must be within a period of 90 days and must be originally certified.

**Enquiries should be sent to Mr. L Mayi at: [lmayi@raymondmhlaba.gov.za](mailto:lmayi@raymondmhlaba.gov.za), cell no: 0664715970.**



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## SPECIFICATIONS

The service provider will be required to perform the following services and ensure that:

- Comparative figures in the AFS agrees to prior year audited AFS, Annual report and including accounting adjustment required.
- That the AFS are correctly casted and cross-casted.
- That the notes to the AFS are properly numbered and correctly linked to the AFS
- The notes to the AFS support the balances in the Statement of Financial Performance, Statement of Financial Position and Cash Flow Statements amongst other.
- Adequacy of information contained in the audit file.
- The completeness of the draft AFS (spelling and grammar)
- That the AFS agrees to the fixed asset register, debtors age analysis and other supporting documentation contained in the audit file.
- Ensure that all the financial information is recorded.
- Obtain trial balances and determine whether it is aligned to the general ledger and the financial statements.
- Ensure that the accounting policies and policies are in place, comply with GRAP standards and are applied appropriately.
- Ensure that the accounting policies are applied consistently and/or that the disclosure notes have been made where applicable.
- Obtain explanations from management for any unusual fluctuation or inconsistencies in the financial statements.
- Ensure that all applicable disclosure notes are included in the annual financial statements.
- Review and assistance with GRAP 3 methodology for all Qualification restatements
- Review of correct implementation of new Standards and advise on omitted ones.
- Accounting support during the Audit on Technical disagreements with the AGSA
- Issuance of Quality certificate after all issues raised during the review have been corrected.

## QUALIFYING CRITERIA

- Must be a registered accountant – Submit proof of registration with relevant body and qualifications (**certified**)
- Must have a minimum of 5 years experience in drafting and/ or reviewing GRAP financial statements, - Submit c.v, reference letters from previous employers (5 **signed** reference letters)

## SPECIFIC GOALS

- SMME (<51% black owned) – 10 points
- Youth – 10 points

Yours Faithfully

X. PANTSIS  
SCM Manager