



**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 26 June 2023

REQUEST FOR QUOTATIONS

The Municipality would like to extend a call for the submission of quotations from suitably qualified service providers to perform a quality review of the Annual Financial Statements of Raymond Mhlaba Local Municipality for the 2022/23 financial year.

Enquiries should be addressed to L Mayi at lmayi@raymondmhlaba.gov.za. Quotations/Proposals are to be placed in a sealed envelope endorsed with the name of the project mentioned above and must be deposited in the Bid Box at the **Budget and Treasury Office: Corner of Campbell and Market Street, Fort Beaufort Town Hall, 5720**, not later than **12h00pm on 3rd July 2023**, at which time they will be opened in public.

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

Price	- 80 Points
Specific goals	- 20 Points
Total	- 100 Points

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

- 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.
- 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. Proof of CIDB registration
- Certified BBEE certificate or sworn affidavits for EME's and QSE's (non-elimination item).
- Certified ID Copies of Managing Directors/ Owners.
- Municipal Billing Clearance Certificate 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 into a contract with a bidder whose Municipal Bill is more than 3 months in arrears.
- Certification of documents must be within a period of 90 days and must be originally certified.
- Bidders must be registered on CSD and provide confirmation of registration.
- Specific goals will be allocated to SMMEs and youth and means of verification will be a Sworn Affidavit issued by the Commissioner of Oath or a certificate from the Verification Agency as means of verification to claim points plus Certified ID
- No bidders in the service of the state are allowed to bid.
- Bidders will be required to produce proof of VAT registration for appointments in excess of R 1 Million.

Background

Raymond Mhlaba Local Municipality is required in terms of the MFMA Act 56 of 2003 (s122), to prepare Annual Financial Statements and submit them for audit to the office of the AGSA by 31 August of each year.



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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

X.Pantsi
SCM Manager