



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	51/2023/2024	CLOSING DATE:	05 APRIL 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR FINANCE DEPARTMENT FOR A PERIOD OF THREE (3) YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	MR MUFAMADI A.C	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7515	
TELEPHONE NUMBER	015 962 7629		MS RAMBOHO L	015 962 7710	
FACSIMILE NUMBER	015 962 7781		E-MAIL ADDRESS		
E-MAIL ADDRESS	mudziltp@thulamela.gov.za				



MBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA LOCAL MUNICIPALITY

INVITATION TO BID

PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR FINANCE DEPARTMENT FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective professional and experienced service providers for the provision of the following service:

Bid number	Project description	Non-refundable bid price	Contact Person	Evaluation criteria
No.: 51/2023/2024	Panel of professional service providers for finance department for a period of three (3) years	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Mufamadi A.C. (015 962 7515) Ms Ramboho L. (015 962 7710) and/or Mr Mudzili T.P. (015 962 7629)	80/20 Preference points system and functionality

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **Non-refundable bid price of R3.00 per page** as from **29 February 2024** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS sub folder** on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number
- ❖ Company registration documents (e.g., CK)
- ❖ All members proof of registration with professional bodies (SAICA and ECSA)

- ❖ Proof of registration on CSD
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder and all its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid. Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ List of similar projects completed by the service provider in the last 5 years with clients contact details, description, and contract values (Attached signed appointment letters and/or official purchase orders).

Tenderers should note the following: Functionality will be scored out of **100%** and the minimum threshold to qualify is **70%**. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Company relevant experience in public sector	30
Experience, Qualification and professional board (Director)	15
Experience, Qualification and professional board (Pr. Eng)	05
Company track record in obtaining unqualified audit opinions in public sectors	30
Understanding of the scope	10
Skills transfer plan	10
TOTAL	100

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **preferential points system and functionality**.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system)
	20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3

4. Disability (Medical certificate will be used to verify the disability status of the bidder)	2
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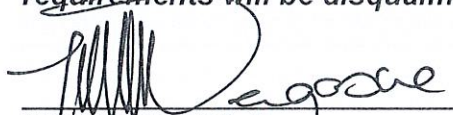
Sealed bid documents must be submitted in envelopes clearly indicating **"BID NUMBER AND DESCRIPTION"** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to the Civic Centre, by no later than 11H00 on, 05 April 2024.

Administrative queries can be directed to Mr. Mudzili T.P. at 015 962 7629 and technical queries can be directed to Mr. Mufamadi A.C. at 015 962 7515 or Ms. Ramboho L. at 015 962 7710, during office hours.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.


 MAKUMULE M, T.
 MUNICIPAL MANAGER

26/02/2024
 DATE



TERMS OF REFERENCE (TOR)

DESCRIPTION: PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR FINANCE (BUDGET & TREASURY) DEPARTMENT FOR THE PERIOD OF THREE (3) YEARS

TERMS OF REFERENCE (TOR)

The municipality request prospective bidders to submit proposals on the above mentioned which could be regarded as deliverables and the cost of executing the assignment.

BACKGROUND

The Thulamela Local Municipality is looking to improve the internal control and financial management processes.

In order to improve its financial management processes in compliance with the requirements of the MFMA, it requires assistance to complement its current capacity. The municipality's intention is to obtain the required services through the awarding of specific assignments to external service providers, targeting those areas where it has inadequate specialized municipal financial management capacity or where it has limited capacity.

The following are the areas where the municipality requires professional service providers to assist in:

- Reporting / AFS / Including review
- Assets Management (including unbundling of infrastructure assets in line with latest GRAP standards)
- Revenue and debtors' management
- Systems controls in terms of the SCM

OBJECTIVE

The Thulamela Local Municipality requires, from time to time, external assistance to complement its current capacity in order to fulfil its obligations in terms of the Municipal Finance Management Act No. 56 of 2003. Most of the assistance is required at short notice and it is therefore the intention of the Thulamela Local Municipality to compile a list of experienced and competent service providers (Panel) in the various fields of municipal financial management areas.

The successful service providers will report to the Chief Financial Officer on assignments given to them. The qualifying service providers will be listed on a pre-approved panel of service providers. When a need is identified for external support, the Thulamela Local Municipality will develop detailed terms of reference and request all service providers in the field of the required expertise to submit a comprehensive proposal to execute the terms of reference. These proposals will then be allocated to competent service providers.

The objectives of the assignments are to produce sustainable solutions through advanced technical support in specific identified areas.

SCOPE OF WORK

The following categories of services have been identified as the Scope of Work to be performed during the financial year 2023/2024; 2024/2025 and 2025/ 2026 (3 years contract effective from the date of signing contract with the municipality). These are considered the main areas of focus and are not intended to be exhaustive, as the mandate of the finance section as per the MFMA is quite broad and there may be other areas that may need to be attended to under this project.

Bidders need to demonstrate, via their proposals and previous experience, their capabilities in undertaking assignments in the following categories of services and completing them satisfactorily:

CATEGORY OF SERVICE	DESCRIPTION OF SERVICE	ITEM SELECTION
Reporting / AFS (As and when required)	• Assist in preparation of GRAP Compliant Annual Financial Statements; • Preparation of Quarterly GRAP Compliant Financial Statements • Review of GRAP Compliant Annual Financial Statements • Review of Internal Control Systems for, improvement and implementation of reporting processes as required; • Review of Maintenance of financial records and reconciliations; • Review of safekeeping of documents (document management, store and filing) • Review of Finance Policies and Procedures	

	• Provision of audit support • Skills transfer	
Revenue and debtors Management (As and when required)	• Review and suggest improvements in the management of revenue; • Revenue enhancement strategy; • Data cleansing and accounting for revenue • Credit management • Provision of audit support • Skills transfer	
Supply Chain Management (As and when required)	• Strengthen system controls in terms of SCM and asset management • Review of Supply Chain Management Policies and standard operating procedures • Contract Management • Review of compliance registers	
Asset Management (As and when required)	• Asset verification for moveable and immoveable assets, • Assist in identifying damaged and obsolete assets • Maintenance of GRAP Compliant Asset Register, • Calculation of depreciation • Annual review of useful lives • Review of asset management related policies and procedures, • Condition assessment and valuation (including intangible assets) • Perform impairment testing for municipal assets • Land verification • Unbundling of Infrastructure Assets • Condition Assessment of all infrastructure assets • Landfill sites provisions • Provision of audit support • Skills transfer	

NB: Service providers can choose any of the services listed above with no limit.

FUNTIONALLITY EVALUATION

Functionality minimum score requirement is 70%. Bidders who fail to obtain the minimum score will not be evaluated further.

Functionality on the panel of service provides for finance department			Points
Evaluation Criteria	Scoring Criteria	Weight	Points Scored
Company relevant experience in public sector (Attach signed appointment letters)	Company relevant experience in public sector (Attach appointment letters on preparation of GRAP Compliant assets register and AFS preparation projects for the past 5 years e.t.c: 0-3 appointment letters = 0 points 4 appointment letters = 10 points 6 appointment letters = 20 points 8 appointment letters = 30 points	30	
Experience, Qualification and professional board registration (Director)	Work Experience and Qualification of the Company Director (Should be a Chartered Accountant (SA) with proper local government experience). Attached CV and Professional Qualifications (SAICA Registration): 1 – 4 years' work experience = 04 Points 5 – 8 years' work experience = 07 points 9 – 12 years' work experience = 10 Points 13 – 15 years' work experience = 15 Points	15	
Experience, Qualification and professional board registration (Pr. eng)	Experience and Qualification of the Professional Engineer (Pr. Eng) registered with ECSA registration (Attached CV and certified Professional Qualifications): - CV and certified Qualification (ECSA registration) included = 05 - No CV and no Qualification (ECSA registration) included = 0	05	

Company track record in obtaining unqualified audit opinions in public sectors	COMPANY PROVEN TRACK RECORD in obtaining unqualified audit opinion within public sector (Attach appointment letters, reference letters and signed audit reports of clients) • 0 Unqualified audit opinion = 0 points • 4 Unqualified audit opinion = 10 points • 8 Unqualified audit opinion = 20 points • 12 + Unqualified audit opinion = 30 points	30	
Understanding of the scope of work (Applicable GRAP requirements per specification and giving a clear methodology of given task in response to ToR (Detail proposal)	Systematic approach and methodology	10	
Skills Transfer Plan	Skill transfer to Thulamela Local Municipality finance officials • Detailed Skills Transfer plan = 10	10	
	Total	100	

Functionality minimum score requirement is 70%. Bidders who fail to obtain the minimum score will not be evaluated further.

LIST OF RETURNABLE DOCUMENTS

1. Original valid SARS Tax Pin Letter from SARS.
2. Copy of Company registration certificate.
3. Municipal Statement for rates and taxes for director(s) and business not in arrear for more than three (3) month / valid lease agreement in case where the business is renting.
4. Certified ID copies of owners.
5. Proof of company membership to a professional body (SAICA or/ IRBA/ ECSA)
6. List of previously executed similar projects in public and local government with client contact person and contact numbers, contract values for the past 5 years (Attach appointment letters)
7. Company profile.

NB: Certification on the documents should not be older than Six (6) months. Bidders will be disqualified for failure to submit any of the returnable documents listed above

PRICING SCHEDULE

The prospective bidders must submit pricing in forms of Rates/ Hours as per the table below:

RESOURCE	RATE/HOUR Year 1 2023/24 RANDS	RATE/HOUR Year 2 2024/25 RANDS	RATE/HOUR Year 3 2025/26 RANDS	TOTAL FOR PERIOD OF 3 YEARS RANDS
Director/ Partner				
Manager				
Engineer, Pr. Eng				
Supervisor				
Senior Accountant				
Accountant				
SUB TOTAL RATES				
VAT @ 15%				
GRAND TOTAL				
TOTAL RATES PER HOUR FOR A PERIOD OF THREE (3) YEARS (VAT INCL.)				

The total rates/ hour above should be all inclusive of (VAT, Disbursements, Travel and Accommodations)

The municipality retains the right to negotiate the competitive rates with the successfully bidder with the budget consideration considered. The professional rates for year 2 and year 3 must not be more than the official CPI index.

The following is a statement of similar work executed by the company/ies in the last five (5) years:

[illegible]