

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
5160



Tel: 047 5555 024
047 5555 000
047 5550 278
Fax: 047 555 0202

"Deciding with the people, not for the people"

Date: 08 August 2022

REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	QUALITY REVIEW OF GRAP ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 19/2022
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	16 August 2022 @ 12H00

SPECIFICATION OF ORDER

This is to invite all service providers who are competent and have relevant experience in the preparation of annual financial statements to submit their proposals for the **QUALITY REVIEW OF ANNUAL FINANCIAL STATEMENTS FOR A PERIOD OF ONE YEAR i.e. 30 JUNE 2022**

TERMS OF REFERENCE:

The detailed terms of reference are available at Office Number 23 (NLM Main Building) or www.nyandenilm.gov.za or on request via email.

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

- **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- Detailed Company Profile (with relevant past experience)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS (With clear expiry dates)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Billing Clearance Certificate/ Statement of Municipal Accounts or Directors proof of residence from ward councilor for non-rates payers (not older than 3 months)
- A certified copy or Original BBBEE Status Level Certificate or original affidavit
- Original Tender Document
- Completed data base registration form (if not currently registered with Nyandeni Local Municipality)
- In case of a joint venture (JV), Entity Tax Compliance Status PIN & Entity Tax Reference Number of both partners should be submitted as well as a JV agreement signed by both parties
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing).** (not older than 3 months)
- **The provisions of Preferential Procurement Regulations will apply**
- Tenders submitted are to hold good for a period of **90 days**.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

B-BBBEE Status Level Contribution -20 Points

Quality (functionality) will be evaluated based on the following:

EVALUATION CRITERIA

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE (MPS)
Capacity to undertake the job	15	Max 5	75
Experience & Expertise relevant to the job	15	Max 5	75
Registration with professional body	5	Max 5	25
TOTAL	35 (TW)		175 (MPS)

Where: 1 = Poor; 2 = Fair; 3 = Acceptable; 4 = Good; 5 = Excellent

Tenderers will be evaluated for functionality and those who score equal or more than 60% will be considered for price

Formal written price quotations should be submitted in a sealed envelope, clearly marked "**QUOTATION NLM 19/2022 – QUALITY REVIEW OF GRAP ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**" which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on **Tuesday, 16 August 2022**.

For technical enquiries, please contact Ms. N. Tukela at (047) 555 0000/33 and/or Mr. B. Benxa at (047) 555 5000/09 during working hours.

All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.



.....
Ms. Z. Masumpa
MUNICIPAL MANAGER
Nyandeni Local Municipality
Private Bag x 504
LIBODE, 5160