



## KAROO HOOGLAND LOCAL MUNICIPALITY

### INVITATION TO BID

**BID KHM T001/03/2026: FINANCIAL SERVICES – APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF ANNUAL FINANCIAL STATEMENTS, MID-TERM FINANCIAL STATEMENTS, AND A GRAP-COMPLIANT ASSET REGISTER USING COMPLIANT ACCOUNTING SOFTWARE FOR A PERIOD OF THREE (3) YEARS (2026/27 – 2028/29).**

Karoo Hoogland Local Municipality invites bids from suitably qualified and experienced service providers for the preparation of Annual Financial Statements and Mid-Term Financial Statements for a period of three (3) years (2026/27 – 2028/29). The appointed service provider will also be responsible for compiling and maintaining a GRAP-compliant Asset Register.

The service provider will further be required to transfer skills to municipal staff regarding the preparation of Annual Financial Statements as well as the management and maintenance of the Asset Register.

Bids will be based on the National Treasury General Conditions of Contract. Bids will be evaluated in accordance with the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and its 2022 Regulations, read in conjunction with Karoo Hoogland Municipality's Policy on Specific Goals. The evaluation criteria are as follows: **Price – 80 points; Preferential Points (Specific Goals) – 20 points.**

Detailed specifications are contained in the tender documents, which can be obtained from **Me Diana Vermeulen** for a non-refundable fee of **R733.70 (inclusive)**. Payment must be made in advance and proof of payment must be emailed with the request for the documents to [d.vermeulen@karoohoogland.gov.za](mailto:d.vermeulen@karoohoogland.gov.za).

**Banking details are as follows:**

Account Name: Karoo Hoogland Municipality  
Bank: Standard Bank  
Account Number: 083 212 442  
Branch Code: 051008  
Reference: Tenderer Company Name

Proof of payment must also accompany the submission of the tender documents.

#### **EVALUATION CRITERIA**

Evaluation on functionality will apply to **Bid Number: KHM T001/03/2026**. Bidders must score a minimum of **75 out of 100 points** for functionality in order to qualify for further evaluation on **Price and Karoo Hoogland Municipality's Specific Goals**.

Points for Specific Goals will be allocated as listed below:

##### **1. Youth (10 points)**

Certified copies of the company registration documents and ID documents of the Directors/Members/Proprietors must be submitted. These will be used to verify whether the individual is under the age of 35 and to validate the claim.

##### **2. Locality (10 points)**

The tenderer must submit a municipal billing statement for rates and service charges, which must not be in arrears for more than 90 days. If the premises are rented, a lease agreement together with the owner's municipal account, reflecting up-to-date rates and service charges, must be provided. If the tenderer is not based within the Karoo Hoogland Municipality, a municipal billing statement issued by the municipality where the business is located must be submitted.

If no response is received within **ninety (90) days** after the closing date (**validity period**), the tenderer may consider the proposal unsuccessful. The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise, or to reject any tender, or to accept only part of a tender. The Municipality does not bind itself to accepting the lowest tender or awarding a contract to the bidder scoring the highest number of points.

Formal tenders will be evaluated and adjudicated in terms of the **80/20 preference point system (80 points for Price and 20 points for Specific Goals)** in accordance with Karoo Hoogland Municipality's Preferential Procurement Policy and Supply Chain Management Policy. For this purpose, the **MBD 1, MBD 2, MBD 4, MBD 7.2, MBD 8 and MBD 9** forms must be scrutinised, fully completed and submitted together with the bid proposal. Non-adherence to this requirement will lead to disqualification.

The closing date for submissions is **02 April 2026 at 12h00**. Bids will be opened in public **15 minutes after the closing time** at the **Williston Municipal Offices Boardroom, Herbst Street, Williston**.

Formal tenders should be sealed and clearly marked: **TENDER NO: KHM T001/03/2026: FINANCIAL SERVICES – APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF ANNUAL FINANCIAL STATEMENTS, MID-TERM FINANCIAL STATEMENTS, AND A GRAP-COMPLIANT ASSET REGISTER USING COMPLIANT ACCOUNTING SOFTWARE FOR A PERIOD OF THREE (3) YEARS (2026/27 – 2028/29)**.

Tenders must be deposited in the **Tender Box of the Karoo Hoogland Local Municipality**, located at the **Cash Hall Area, Williston Municipal Building, 2 Mulder Street, Williston**.

Bidders must ensure that they provide all applicable and relevant information required.

- A valid **Tax Compliance PIN or Tax Clearance Certificate** issued by SARS must be submitted with the tender document to enable the municipality to verify tax compliance.
- Potential service providers must be registered on the **Central Supplier Database (CSD)** and a summary report must be submitted.
- Potential service providers who were found guilty of fraud or corruption or who willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years will be excluded from this process.
- Potential service providers (or any of the directors) whose municipal rates and taxes or municipal service charges are in arrears for more than three months at any municipality or municipal entity may be excluded from this process. Please submit a municipal account (not older than three (3) months) as proof. If the bidder is not responsible for municipal rates, a **Sworn Affidavit or Lease Agreement** must be submitted indicating the reasons why a municipal account cannot be provided.
- The lowest or only tender will not necessarily be accepted.
- No late, faxed or emailed tenders will be accepted.
- Potential service providers may be subjected to security screening.
- Tenders deposited in the incorrect tender box or delivered at any other venue will not be considered.
- A tender offer not satisfying the stated eligibility criteria will be eliminated.

**NB:** No bid will be considered from persons in the service of the state. Only one offer per tender document will be accepted. Supporting documentation must be **properly bound or submitted in a file**.

## ENQUIRIES

### Technical enquiries:

Mr SJ van Schalkwyk – [k.vanschalkwyk@karoohoogland.gov.za](mailto:k.vanschalkwyk@karoohoogland.gov.za) or

Mr A Haas – [a.haas@karoohoogland.gov.za](mailto:a.haas@karoohoogland.gov.za)

### SCM enquiries:

Me D Vermeulen – [d.vermeulen@karoohoogland.gov.za](mailto:d.vermeulen@karoohoogland.gov.za)



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