



**MOHOKARE**  
LOCAL MUNICIPALITY

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## REQUEST FOR QUOTATIONS

### Correction of Prior Year findings for Revenue and Receivables

SCM CONTACT PERSON:	Mr. P Lesenyeho
TELEPHONE NUMBER:	(051) 673-9600/ 061 267 1582
E-MAIL ADDRESS:	<a href="mailto:pule@mohokare.gov.za">pule@mohokare.gov.za</a>
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mr. T.V. Mdluli Acting Chief Financial Officer <a href="mailto:Liveagain40@gmail.com">Liveagain40@gmail.com</a> 0657232638
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/01/RFQ/2023 Correction of Prior Year findings for Revenue and Receivables", can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950  Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/01/RFQ/2023
BID VALIDITY PERIOD:	120 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	10/03/2023
CLOSING DATE:	20/03/2023
CLOSING TIME:	16:00
COMPULSORY SITE MEETING :	N/A

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000**

*This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2022 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: [www.treasury.gov](http://www.treasury.gov)).*

**NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.**

## **Scope of Work**

1. Reconciliation and correction of prior year revenue;
2. Completion of prior period errors working papers and journals for revenue;
3. Reconciliation of receivables from exchange and non-exchange from sub-ledger to general ledger;
4. Completion of working papers, journals and disclosures for receivables from exchange and non-exchange;
5. Reconciliation of prior year receivables from exchange and non-exchange from sub-ledger to general ledger;
6. Completion of working papers, corrections, journals and disclosures for prior year receivables from exchange and non-exchange;
7. Calculation of current year and prior year provision for doubtful debts;
8. Completion of working papers, corrections, journals and disclosures for current year and prior year provision for doubtful debt;
9. Reconciliation of receivables with credit balances for current year and prior year, and;
10. Completion of working papers, corrections, journals and disclosures for current year and prior year debtors with credit balances.
11. Investigate large debit and credit balances, accounts not billed to correct billing, closed accounts for reversal
12. Recalculate billing and prepare required adjustments for accuracy, rights and obligation of receivables
13. Complete Audit Support folder to include in Audit File.

### **The following conditions will apply:**

- The price quoted must be firm and must be inclusive of VAT when applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certifite Sworn Affidavit when applicable to qualify for points.
- Attach proof that the supplier meets the criteria of specific goals listed below to qualify for point
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website**

- MBD4 (Declaration of Interest)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

**NB:** The following shall not be considered:-

- Quotations received after the closing date and time determined here-in.
- Quotations of which the envelopes have not been duly marked for identification.
- Telegraphic, faxed and telephonic tenders or those completed in pencil.
- Tenders listed in the National Treasury's register of defaulters

**Evaluation Criteria**

- No Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Council's Supply Chain Management Policy which states 80 for price and the remaining 20 for B-BBEE(10 points) and Specific goals(10 points).

**Evaluation criteria for specific goals**

Specific goal	Points
Atleast 1 disabled employee	3
Atleast 50% of black Personel	4
Atleast 30% females (Shareholding)	3

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

**Vendors Registration:**

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

**No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.**

**NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**

***NB: No quotations will be considered from persons in the service of the state***

*\*MSCM Regulations: "in the service of the state" means to be –*

*(a) a member of –*

*(i) any municipal council*

*(ii) any provincial legislature; or*

*(iii) the national Assembly or the national Council of provinces;*

*(b) a member of the board of directors of any municipal entity;*

*(c) an official of any municipality or municipal entity*

*(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999*

*(e) a member of the accounting authority of any national or provincial public entity; or*

*(f) an employee of Parliament or a provincial legislature*

Yours Faithfully

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**Mr. M.J. Kanwendo**  
**Municipal Manager**