



**APPOINTMENT OF SERVICE PROVIDER FOR THE COMPILATION OF GRAP
COMPLIANT ANNUAL FINANCIAL STATEMENTS OF 2023/24 FINANCIAL YEAR,
INCLUDING AUDIT SUPPORT
ELM 23-24/12/12**

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee of **R1500.00** per document from the offices of the Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or on supply of proof of EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351, Tender Reference number (Project Number and Company Name).**

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Briefing session	Closing Date	Functionality %	Contact person
ELM 23-24/12/12	APPOINTMENT OF SERVICE PROVIDER FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS OF 2023/24 FINANCIAL YEAR, INCLUDING AUDIT SUPPORT	Monday the 18 th of December 2023	None	Wednesday the 24 th of January 2024 at 12h00	70%	Procurement enquiries: Madioppe J at 013 253 7601 joas.madioppe@emakhazeni.gov.za Technical enquiries: Mlotshwa L at 013 253 7644 lebohang.mlotshwa@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to preferential procurement policy framework (PPFA) (Act 5 of 2000). The Method for evaluation of Consortium and professional service providers is based on functionality (minimum 70%), and preferential points (80/20 preference). Master Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD).

**MR. J.W. SHABANGU
MUNICIPAL MANAGER
EMAKHAZENI LOCAL MUNICIPALITY**



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Evaluation of Tenders

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of ELM Supply Chain Management Policy which entails the balance between Financial Offer, Quality and preferences on 80-20 points system will be adopted. The Municipal SCM Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee. The 80/20 point system shall be used for Evaluation of tender documents in terms of Preferential Procurement Point Framework Act.

Received Responsive bids will be evaluated based on the following criteria:

Stage 1 – Completeness & Functionality

Stage 2 – Price and Specific goals Points

FUNCTIONALITY POINTS:

PRE-QUALIFICATION REQUIREMENTS		MAXIMUM POINTS
A) <u>PREVIOUS AFS PROJECTS WITH UNQUALIFIED AUDIT OPINION</u>		30
Previously completed GRAP compliant AFS and MSCOA compliant projects receiving unqualified audit opinion		
5-6 projects	30 points	
3-4 projects	20 points	
1-2 projects	10 points	
No projects implemented	0 points	
Attach appointment letters, service level agreements and a signed audit report with an unqualified audit opinion for each project		
No points will be awarded if there are no attachments		
B) <u>TECHNICAL EXPERTISE AND COMPETENCY</u>		30
Team must be led by a qualified Chartered Accountants registered with South African Institute of Chartered Accountants (SAICA) with the necessary experience and points will be awarded as follows in terms of involvement in similar projects:		
Involvement in 8 and more projects	30 points	
Involvement in 5- 7 more projects	20 points	
Involvement in 1-4 more projects	10 points	
No involvement in projects	0 points	
Provide CV and qualifications of the team leader with contactable references		
No points will be awarded if there are no attachments		
C) <u>PROJECT IMPLEMENTATION METHODOLOGY</u>		30
The methodology presented is unlikely to lead to achievement of the project objectives and/or: Does not address the full scope of the project Is unclear Does not take into consideration project risks, timelines, or other important considerations	20 points	
A clear, robust methodology was presented that fully addresses the scope of work to be performed over the entirety of the contract period. Key project risks were identified, and mitigation measures proposed. A project plan has been submitted that considers statutory submission dates and other key considerations	30 points	
No project implementation methodology was provided	0 points	
D) <u>SKILLS TRANSFER METHODOLOGY</u>		10



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Bidders are required to demonstrate how they will transfer skills to internal officials during project implementation. The Service Provider must provide a detailed skills transfer programme with clear, realistic deliverables and milestones.	10 points	
No skills transfer methodology was provided	0 points	
TOTAL POINTS		100

NB: To enable to claim the above-mentioned points proof of all the points to be claimed must be submitted.

- 1. The minimum qualifying score for functionality is 70% .**
- 2. Bidders who scored 70% and more on functionality will qualify for further evaluation.**
- 3. Bidders who scored less than 70% will be disqualified.**