

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO PROVINCIAL TREASURY					
BID NUMBER:	LPT 002/2025	CLOSING DATE:	3 OCTOBER 2025	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF TECHNICAL ADVISORY SERVICE TO LIMPOPO PROVINCIAL TREASURY TO SUPPORT IMPLEMENTATION OF MUNICIPAL FINANCE SUPPORT PROGRAMME II				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ISMINI TOWERS TENDER BOX					
LIMPOPO PROVINCIAL TREASURY					
46 HANS VAN RENSBURG STREET					
POLOKWANE 0699					
BIDDING PROCEDURE		ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	NGOASHENG N. A		CONTACT PERSON	TSHIRANDO N	
TELEPHONE NUMBER	015 298 7055		TELEPHONE NUMBER	082 960 6640	
FACSIMILE NUMBER	015 298 7151		FACSIMILE NUMBER		
E-MAIL ADDRESS	Maphangath@treasury.limpopo.gov.za		E-MAIL ADDRESS	Tshiradon@treasury.limpopo.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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 BELOW.					

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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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

• 00000002

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: LPT 002/2025

CLOSING TIME 11:00

CLOSING DATE: 03 OCTOBER 2025

PROVISION OF TECHNICAL ADVISORY SERVICE TO LIMPOPO PROVINCIAL TREASURY TO SUPPORT IMPLEMENTATION OF MUNICIPAL FINANCE SUPPORT PROGRAMME II FOR A PERIOD OF 36 MONTHS

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	R.....
	R.....
	R.....
	R.....
		TOTAL: R.....	

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Name of Bidder:

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the – MaphangaTH@Treasury.Limpopo.gov.za @ 015 298 7055

Limpopo Provincial Treasury
46 Hans Van Rensburg Street
Polokwane
0699

Tel: 015 298 7000

Or for technical information –

Mr. TshiradoN@treasury.limpopo.gov.za

Tel: 015 291 8400

• 00000004

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

• 00000007

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black people ownership ≥ 51%	N/A	6	N/A	
Woman ownership ≥ 51%	N/A	7	N/A	
Persons with disabilities ownership ≥ 51%	N/A	2	N/A	
Youth ownership ≥ 51%	N/A	3	N/A	
Locality – business / company based within a specific region (Limpopo) i.e. Municipal account/ address confirmation from Local Authority/ Lease agreement)	N/A	2	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

TERMS OF REFERENCE

**FOR THE PROVISION OF TECHNICAL ADVISORY SERVICES TO LIMPOPO
PROVINCIAL TREASURY TO SUPPORT THE IMPLEMENTATION OF
MUNICIPAL FINANCE SUPPORT PROGRAMME II FOR A PERIOD OF
THIRTY-SIX (36) MONTHS**

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LIST OF ACRONYMS

ACCA	Association of Chartered Certified Accountants
AFS	Annual Financial Statement
AGA (SA)	Associate General Accountant
AGSA	Auditor General of South Africa
AT (SA)	Accounting Technician
BTO	Budget and Treasury Office
CA(SA)	Chartered Accountant South Africa
CIMA	Chartered Institute of Management Accountants
CSD	Central Supply Database
GRAP	Generally Recognised Accounting Practice
ICT	Information Communication Technology
IGR	Intergovernmental Relations
LGFMS	Local Government Financial Management Service
LPT	Limpopo Provincial Treasury
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act 56 of 2003
MOV	Means of Verification
MPRA	Municipal Property Rates Act 29 of 2014
mSCOA	Municipal Standard Chart of Accounts
MFSP II	Municipal Finance Support Programme II
NT	National Treasury
SAICA	South African Institute of Chartered Accountant
SAIPA	South African Institute of Professional Accountants
SARS	South African Revenue Services
SAQA	South African Qualifications Authority
SBD	Standard Bidding Document
SCM	Supply Chain Management
SP	Support Plan
SOP	Standard Operating Procedures
ToR	Terms of Reference

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1. PURPOSE OF THESE TERMS OF REFERENCE

1.1 Limpopo Provincial Treasury (LPT) is seeking highly qualified, skilled, and experienced Local Government Finance Management Specialists (LGFMS) herein referred to as "Specialists" to provide professional services to support Limpopo Province in the implementation of the Municipal Finance Support Programme II (MFSP II) to municipalities.

1.2 These ToR detail the general and specific qualifications, skills and experience requirements, the work that will be expected to be performed as well as other relevant contractual and working arrangements that will apply.

1.3 Offers will be accepted from individuals and/or companies that propose to provide resources for this work. The basis for the evaluation will be the qualifications, skills and experience of individuals.

2. BACKGROUND INFORMATION

2.1 General

2.1.1 National Treasury (NT) has been established in terms of section 216 of the Constitution of the Republic of South Africa of 1996 to prescribe measures to ensure both transparency and expenditure control in each sphere of government. Furthermore, section 154 (1) provides for national and provincial spheres of government to support and capacitate municipalities to manage their own affairs, to exercise their powers and to perform their functions. Central to this is for LPT to assist organs of state in building capacity for efficient, effective and transparent public finance management and in implementing high-impact government initiatives.

2.1.2 Section 5 of the Municipal Finance Management Act 56 of 2003 (MFMA) provides for the general functions of NT and provincial treasuries over local government finance management. To be more specific, section 5 (3) requires a provincial treasury to fulfil its responsibilities in terms of the MFMA, including monitoring:

- (a) the preparation and support municipalities in the preparation of their budgets,
- (b) the outcomes of such budgets,
- (c) submission of reports by municipalities in the province as required the provisions of the MFMA,

2.1.3 A provincial treasury must submit all information submitted to it in terms of MFMA to NT.

2.2 LPT and the Intergovernmental Relations (IGR)

2.2.1 LPT is committed to building capacity for sound and transparent financial management in all twenty-six (26) municipalities in the province.

2.2.2 LPT is delegated to implement financial management reforms and the modernisation agenda in local government. To date, significant progress has been made of which milestones include, among others:

- ✓ Promulgation of the MFMA;
- ✓ Development and implementation of a fiscal framework aimed at supporting the Constitutional objectives of local government;
- ✓ Development and implementation of a budgeting framework for local government through the Municipal Budget and Reporting Regulations (MBRR), 2009;
- ✓ Development and implementation of an in-year reporting framework, including the monitoring of conditional grant performance;
- ✓ Continuous refinement of the accounting standards (GRAP Standards) directly aligned to the principles of accrual accounting; and
- ✓ Promulgation of the Municipal Regulations on a Standard Chart of Accounts (mSCOA) on 22 April 2014, where after municipalities had a three-year preparation period to comply with the Regulation by 1 July 2017.

2.2.3 Alongside IGR and co-operative government frameworks, chapter 5 of the MFMA requires national and provincial governments to build capacity of municipalities and to support the efforts of municipalities to identify and resolve their financial problems.

2.3 Background to Municipal Finance Support

2.3.1 As a result of the persistent stagnation of audit outcomes, numerous support programmes and interventions have been initiated by both national and provincial governments in an effort to improve the capacity of local government, address inadequate service delivery issues, and enhance good governance through improved accountability and transparency.

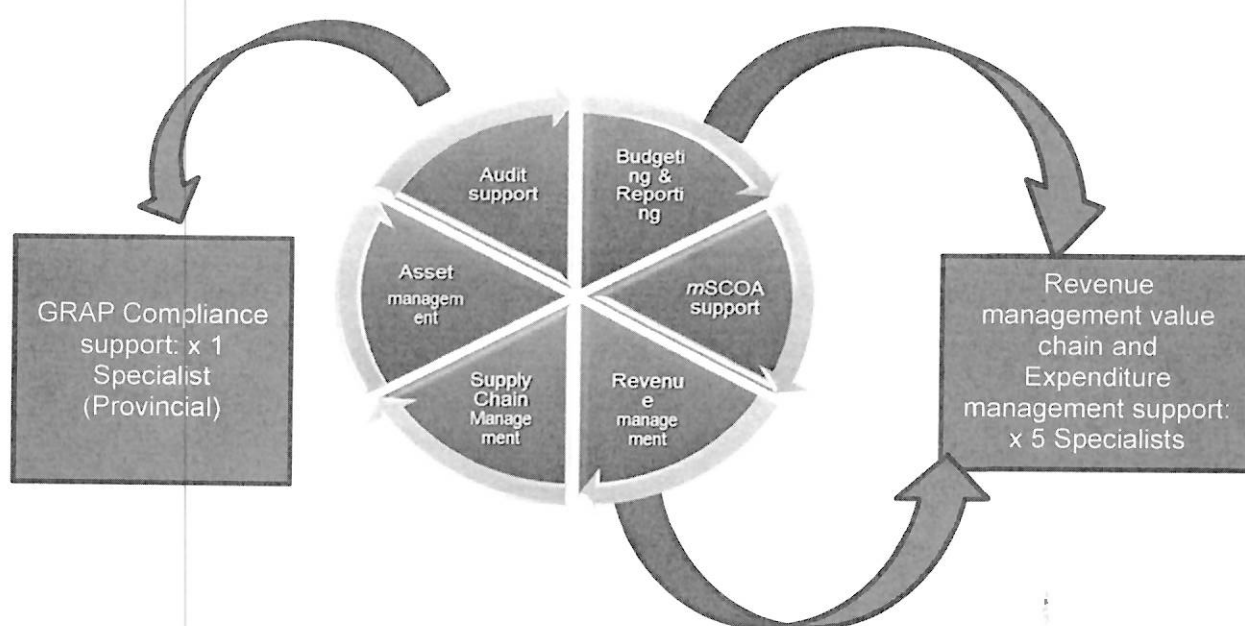
2.3.2 The MFSP II is incorporated into the LPT Strategic Plan, and currently institutionalised within the Municipal Finance and Governance unit. The overall strategic goal of the programme is to facilitate improvements in the management of the financial affairs of municipalities, and to facilitate effective implementation of the MFMA.

2.3.3 The Medium-Term Development Plan priority three (3) provides for building a capable, ethical, and developmental state which relates to strengthening of local government.

2.3.4 The current MFSP II is a strategically driven programme of technical assistance aligned to the six (6) LGFM game changers, designed to build the institutional and technical financial management capacity of LPT and municipalities. This is mainly achieved through the placement of LGFMS within the Municipal Finance and Governance unit of LPT, and the Budget and Treasury Office (BTO) of municipalities.

2.3.5 The MFSP II operating model is set out in the figure below and illustrates the alignment of the integrated project work streams to the three (03) of the six (6) LGFM game changers. It further shows the three (03) modalities of providing direct institutional and technical capacity support to selected NT divisions, LPT municipal finance units and the BTOs of identified municipalities.

Figure 1: Municipal Finance Support Programme II: Operating Model



2.3.6 The Municipal Finance and Governance Chief-Directorate in LPT is responsible for providing the overall strategic leadership, oversight, management, and support required for the successful implementation of the MFSP II.

2.3.7 The Chief-Directorate is led by a Chief-Director who is supported by Directors and Deputy-Directors as support officials. The Directors oversee the work performed by LGFMS deployed to participating municipalities.

2.3.8 This ToR is primarily for six (6) specialists supporting the Municipal Finance Management work stream namely: Five (5) Municipal Specialist support in Revenue Management and Expenditure cycle and one (1) GRAP Compliance Specialist who will be placed at identified municipalities and/or in LPT Head office depending on the need.

Kindly note that LPT reserves the right to amend the nominated municipalities and operational requirements and reserves the right not to appoint and place all LGFMS as per the ToR.

3. SPECIFIC SPECIALIST REQUIREMENTS

3.1 Overall Objective

The successful bidder will be required to work with LPT and selected municipalities to improve revenue and expenditure management including accounting practices, internal governance and controls, compliance with the MFMA and its supporting regulations and interpreting legislation and develop/review related policies and procedure manuals.

3.2 Specific Scope of Work

The key activities per focus area over the duration of the project will include, but not limited to the areas highlighted below.

Table 1 - Specialists: Revenue and Expenditure Management scope of work.

Focus Area	Key Activities
Institutional Support	<ul style="list-style-type: none"> • Conduct baseline assessments that will inform the customisation and development of the Support Plan (SP). • Facilitate the adoption and approval of the SP. • Stakeholder Engagements – Participate in management meetings and present progress reports on the implementation of the SP. • Actively participate in municipal finance and governance forums. • Assist with evaluation of municipal revenue management and expenditure management staffing capabilities on an annual basis and provide recommendations to ensure sufficient capacity exists for effective skills transfer. • Conduct an on-going capacity building of municipal revenue and expenditure management officials in both LPT and municipalities.
Revenue Management	<ul style="list-style-type: none"> • Provide support and advice the municipalities on the establishment and or functionality of Revenue Management units and forums. • Review the establishment and functioning of revenue management units and forums. • Report on the status of revenue management in the municipality. • Assist the municipality on interpreting legislation and develop/review related policies and procedure manuals. • Develop guidelines on implementation of prescripts. • Conduct research on the improvements and functioning of revenue management. • Participate in the knowledge sharing initiatives. • Meeting with line managers and document walkthrough to verify and review the current revenue cycle process (from tariffs uploaded on the system to revenue billing) • Identify and review key control points in place relating to revenue cycles (not limited to uploading of the correct tariffs, monthly billing run, billing reconciliation, debtors' reconciliations, variance report review, general

Focus Area	Key Activities
	<p>and supplementary valuation roll reconciliation),</p> <ul style="list-style-type: none"> • Review and assess all the revenue audit findings in the management report to establish the root causes and develop mitigating measures to address the root causes, • Assess the staff capacity and training needs, • Ensure daily skills transfer to the relevant officials supported by an attendance register as proof of involvement, and must be signed by both the consultant and the official, • Update or develop a revenue and receivable management standard operating procedures (SOP) which includes: <ul style="list-style-type: none"> ✓ Segregation of duties: to ensure that the responsibilities for revenue collection, recording and reconciliation are divided among different individuals to prevent fraud and errors. ✓ Authorization of transactions: implement a business process where all revenue transactions require authorization by a designated official before they are processed. ✓ Revenue policies and procedures: develop comprehensive policies and procedures that align with GRAP standards for recognizing and recording revenue. ✓ Training and competence: train employees on GRAP standards and internal revenue procedures to maintain a high level of competence and awareness. • Perform daily reconciliations of cash receipts against the bank statements and other third-party confirmations (not limited to easy pay & SAPO) to detect discrepancies, • Perform calculations of interest on arrear accounts to ensure that the interest has been correctly calculated and accounted for in the financial statement, • Perform a reconciliation of the general and supplementary valuation roll against the billing system and ensure that the correct properties are being billed in accordance with the correct tariff rate and at the correct market

Focus Area	Key Activities
	<p>value,</p> <ul style="list-style-type: none"> • Conduct a full reconciliation between the services provided by the municipality and those billed and ensure that all chargeable services are recorded for all customers. • Update and integrate the latest valuation roll into the billing system and ensure property values align with municipal assessments. • Develop a billing schedule for the municipality which should be applied monthly to ensure consistency and completeness. • Perform monthly revenue review where random debtors are selected to check if the services have been correctly billed, • Ensure daily skills transfer to the relevant officials supported by an attendance register as proof of involvement and must be signed by both the consultant and the official.
Expenditure Management	<ul style="list-style-type: none"> • Meeting with the line managers and document walkthrough to verify or review the current expenditure cycle (from requisition to payment), • Identify key control points in place relating to the expenditure cycle (not limited to receiving and approval of invoices, recording, payment and reconciliation of creditors and accruals), • Review and assess all the expenditure audit findings in the management report to establish the root causes and develop mitigating measures to address the root causes, • Ensure daily skills transfer to the relevant officials supported by an attendance register as proof of involvement and must be signed by both the consultant and the official, • Update or develop a payable management standard operating procedures (SOP) which will include amongst others. <ul style="list-style-type: none"> ✓ Clear rules of accounting for liabilities (not limited to recording payable upon receipts of goods and services and not payments) ✓ Defined monthly cut off procedures to ensure that accruals are accounted correctly monthly before 10 working days for reporting in the next month.

Focus Area	Key Activities
	<ul style="list-style-type: none"> ✓ Develop and implement a standardized checklist for invoice processing and payment authorizations. ✓ Define the roles and responsibilities of the staff involved in the expenditure cycle (not limited to requisition, procurement, finance, and management). ✓ Ensure that all invoices received are firstly captured as received under the SCM module which should automatically update the expenditure line item and the suppliers GL account. ✓ Implement a prior payment approval checklist to ensure that no payment is processed unless the invoice is recorded as a payable in the financial systems. ✓ Support and ensure the introduction and implementation of the invoice tracking system to track the receipt, approval and posting dates. ✓ Review the creditors reconciliation versus the creditors statement to identify any missing invoices. ✓ Training of staff on proper cut off procedures (identifying the difference between goods/service received vs invoiced vs paid). • Establish a clear procedure/ SOP on when liabilities should be recognized and how it should be recorded at year end, which should include amongst others; <ul style="list-style-type: none"> ✓ Request user department to submit a list of goods/service received but not yet invoiced by a set deadline. ✓ Record accruals in the accounting system based on the submission. ✓ Implement monthly payables cut off checklist to verify that all invoices received before month end are recorded in the correct period, ✓ Perform a retrospective correction of prior year cut off errors, • Establish a daily/ weekly bank reconciliation process to identify errors early, • Ensure that all liabilities are fully reconciled with the bank transactions,

Focus Area	Key Activities
	<ul style="list-style-type: none"> • Train staff on reconciling payments with recorded liabilities and bank statements, • Investigate and resolve historical bank reconciliation issues, • Ensure a senior finance official is assigned to review the payable, accrual and reconciliation monthly, • Implement different layers of review process indicated as follows: <ul style="list-style-type: none"> ✓ First level review by the process clerk. ✓ Second level review by a supervisor before final posting. • Conduct quarterly internal reviews of the expenditure cycle to assess compliance with the new SOP or procedures, • Conduct regular training session on:- <ul style="list-style-type: none"> ✓ Proper liability/ expenditure and revenue/ receivables recognition and cut off procedures for both liability/ expenditure and revenue/ receivables. ✓ The proper use of financial system for liability/ expenditure and revenue/ receivables and reconciliations of receivables and payables. ✓ Importance of internal controls and reviews. ✓ Provide process flow chart to official as a reference point.

Table 2 - Specialists: GRAP Compliance scope of work.

Focus Area	Key Activities
Institutional Support	<ul style="list-style-type: none"> • Accounting and Reporting Support Plan – conduct baseline assessments that will inform the customisation and development of the Accounting and Reporting Support Plan (SP). Facilitate the development and approval of SP, • Stakeholder Engagements – participate in management meetings and present progress reports on the implementation of the Accounting and Reporting SP. Actively participate in municipal finance and governance forums, • LPT accounting and reporting capacity - Assist with on job assessment

Focus Area	Key Activities
	<p>and evaluation of LPT and municipal accounting and reporting staffing capabilities on an annual basis and provide recommendations to ensure sufficient capacity exists for effective skills transfer.</p> <ul style="list-style-type: none"> Accounting and reporting capacity building – Conduct on-going capacity building to LPT and municipal accounting and reporting staff.
GRAP implementation and AFS preparation	<ul style="list-style-type: none"> Provide technical support and guidance to the municipalities on the implementation of GRAP Standards. Assist municipalities in developing and implementing GRAP compliant accounting policies. Assist municipalities in developing, implementing, and reviewing the AFS preparation plans. Provide support, coaching, technical advice, and technical guidance to municipalities on the compilation of financial statements. Support and ensure municipalities and their entities to timely submit the draft AFS to Internal audit, Audit Committee, and relevant stakeholders for review in line with AFS preparation plan. Review and assess GRAP compliant accounting policies and not limited to debt impairment policy to ensure compliance and alignment with the GRAP standard (GRAP 104), Determine the methodology in line with the policy for the calculation of debt impairment, Develop a policy aligned with GRAP 104 (Financial Instruments) for assessing and impairing debtors based on collectability. Perform regular aging of debtors to categorize them by overdue periods (e.g., 30, 60, 90+ days) and assess impairment risk. Use a systematic approach to calculate impairment based on historical collection trends and economic conditions. Train finance staff on GRAP requirements for impairment to ensure future compliance. Develop quality and practical capacity building material to enable effective GRAP implementation and preparation of quality financial

Focus Area	Key Activities
	<p>statements.</p> <ul style="list-style-type: none"> • Assist LPT in reviewing the draft financial statements of municipalities and municipal entities and providing quality and practical review comments that will enhance the quality of financial statements, • Assist municipalities and their entities in preparing quality financial statements, whether interim or annual financial statements, • Support municipalities and their entities to comply with the provisions in Chapter 12 of the MFMA relating to the preparation, timeously submission of the AFS and annual report and consequences for non-compliance, • Conduct on-going capacity building to municipal officials relating to GRAP standard and financial statement preparation support, • Ensure daily skills transfer to the relevant officials supported by an attendance register as proof of involvement and must be signed by both the consultant and the official, • Participate effectively in municipal finance and governance forums, • Contribute effectively to the development and amendment of accounting related standards and guidelines.

3.3 Project location and reporting

The Revenue Management and Expenditure management Specialists for the duration of the project will be based at selected municipalities and the GRAP Compliance Specialist will be based at LPT in Polokwane. Revenue and Expenditure Specialists will report to the respective district Director for the selected municipalities and Chief Director Municipal Finance and Governance. The GRAP Compliance Specialists will report to the Accounting and Reporting Director and Chief Director Municipal Finance and Governance. The Specialists will be required, from time to time, to attend national, provincial, and local government meetings for the duration of the programme.

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3.4 Specific expertise required

Successful bidders¹ for Revenue and Expenditure Management and GRAP Compliance Specialists, over and above the general capabilities, should demonstrate their experience and achievements in supporting municipalities in improving their financial management, particularly in revenue management, expenditure management and GRAP Compliance workstreams. Emphasis must be made on the focus areas outlined in specific scope of work outlined in this ToR.

4. GENERAL REQUIREMENTS

4.1 Period and level of effort

Municipal Finance Support Specialists will be procured as follows:

4.1.1 For a period of thirty-six (36) months.

4.1.2 Will be required to work normal working hours on a full-time basis for the duration of the programme, unless otherwise agreed by the parties.

4.1.3 The maximum level of effort required per financial year (1 April to 31 March) will be 230 normal working days or 1 840 hours. This will be pro-rated for the first financial year based on the actual date of appointment.

4.1.4 Performance will be assessed on a monthly basis.

4.1.5 The contract will be reviewed at least twice per year.

4.2 Additional work to be performed

Across all areas of work, Specialists will be expected to:

4.2.1 Build and maintain positive working relationships with all MFSP II participants and stakeholders;

4.2.2 Serve as a resource for technical advisory on strategic priorities and projects;

4.2.3 Contribute to MFSP II's annual, quarterly, and monthly reporting;

4.2.4 Promote learning and cooperation for improved service delivery and sustainability;

¹ a person or organization making a formal offer.

4.2.5 Support the development and refreshment of methodologies and toolkits relevant to Municipal Finance Support; and

4.2.6 Support knowledge generation including the identification of areas for knowledge sharing the development of case studies, and participation in knowledge sharing initiatives.

4.3 General capabilities required

Across all areas of work, Specialists must have the following general capabilities:

4.3.1 Collaborative team player with excellent interpersonal skills and the ability to effectively interact with stakeholders;

4.3.2 Logical, creative, innovative, analytical, lateral thinking, and problem solving;

4.3.3 Communication skills (verbal & written) with the ability to listen and learn;

4.3.4 Ability to transfer skills;

4.3.5 Ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach;

4.3.6 Computer skills including detailed knowledge and use of the Microsoft Office Suite;

4.3.7 Sound financial planning and analytical skills;

4.3.8 Ability in consulting and advisory services (internal or external);

4.3.9 Ability to review and analyse strategic issues, current roles, functions, interface, processes and procedures, risks, and options; and

4.3.10 A clear understanding of the desired outcomes of the local government financial management and budget reform agenda.

4.4 Limitations of Assistance

Resources provided by LPT including the Specialists appointed via this process:

4.4.1 Have no authority or signing powers to bind either the client or LPT unless as provided for in the Project Charter or agreement between LPT and the Client; and

4.4.2 May only provide support and execute functions as set out in the agreed Project Charter, these ToR; and as defined in the MFSP II Management Plan.

4.5 Monitoring and Reporting

4.5.1 Monthly activity reports on the progress with reference to the work plan and specified key performance indicators will be compiled and submitted to the responsible Municipal Finance and Governance district Director and Chief Director.

4.5.2 Specialists may from time to time be required to perform other functions as determined by Chief Director Municipal Finance and Governance unit, however, within the scope of the contract.

5. COMPLETION OF BID DOCUMENTS

5.1 The following are minimum requirements for completion of the bid document:

5.1.1 Bidders are required to complete the entire bid documents in terms of the requirements contained herein.

5.1.2 Where the space provided in the bid document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with suitable contents page and submitted with the bid documents.

5.1.3 All bid documents, certificates, schedules (including additional schedules as mentioned above) and all forms required by this bid must be completed in black ink and signed by the authorized signatory.

5.1.4 Only original bid document shall be accepted.

5.1.5 Bidder to sequentially number all pages submitted in the bid document and attachments.

5.1.6 Bidders shall ensure that there are no missing or duplicated pages. LPT shall not accept liability regarding claims by bidders that pages are missing or duplicated.

5.1.7 Use of correction fluid is not allowed and any cancellation, alteration or amendment on the bid document must be signed for by the authorized signatory.

5.1.8 Completed bid documents with supporting documents shall be packaged, sealed, marked, and submitted strictly as stipulated in this bid document.

5.1.9 CVs from persons in the employ of the state² will not be considered.

5.1.10 Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered i.e., if a bidder representative is in the employ of the state, such a bid proposal will not be considered.

² an individual employed by a State or local agency whose principal employment is in connection with an activity.

5.1.11 Companies are only allowed to submit no more than two (2) resources per position. Should more than two (2) resources be proposed per position, only two (2) resources will be evaluated.

5.1.12 CV of one individual must only be submitted by one bidder. LPT reserve the right to confirm with the individual.

6. EVALUATION CRITERIA

6.1 Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Regulations of 2022 and Provincial Treasury Supply Chain Management policies.

6.2 Responsive bids will be evaluated on the 80/20 principle.

- ✓ The successful bidder will be the one scoring the highest points.
- ✓ General Conditions of Contract can be found on the Provincial/NT Website.

6.3 Evaluation of bids will be conducted in three (3) phases as follows:

6.3.1 Phase 1: Administrative Compliance

- ✓ Mandatory attachment- bid requirements for rendering of Technical Advisory Services.
- ✓ Mandatory requirement- All documents inclusive of supporting documentation must be submitted and signed off where required.

6.3.1.1 Mandatory Attachments:

DESCRIPTION	ATTACHED PROOF	
	YES	NO
a) Hard copy of the bid proposal must be delivered to LPT tender box on or before closing date and time.		
b) Compulsory fully completed and signed prescribed CV template attached and must form part of the bidding documents. Failure to comply will result in disqualification.		
c) Certified copies of qualifications.		

a) Curriculum Vitae template

Bidders must submit the required information as prescribed in the CV Template provided (Annexure A or B). LPT reserves the right to confirm with individuals where their names appear in more than one bid.

6.3.2 Phase 2: Functionality

6.3.2.1 The bid will be evaluated on functionality as follows:

- a) The evaluation committee members will individually evaluate the responses received against the following criteria as set out below. The functionality evaluation of individual CV's will be carried out as per evaluation criteria stipulated in **Tables 3 – 4** below.
- b) The functionality evaluation will be conducted in two (2) stages:
 - Stage 1: Functionality Evaluation: Technical Desktop Evaluation; and
 - Stage 2: Functionality Evaluation: Interviews.

6.3.2.2 Stage 1: Technical Desktop Evaluation Requirements (Stipulated in Table 3 – 4)

- a) Bidders must provide supporting documentation as proof of educational qualifications as well as all required certificates contemplated below.
 - i. **Please note that a bidder will be requested to provide original copies of certificates prior to the award being made.**
- b) All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation. Please note Certificate of membership shall not be deemed as proof of educational qualification (Education qualifications refers to certifications issued by institution of high learning e.g., Certificate, diploma, degree, etc.)
- c) The bidder must indicate the educational qualifications in respect of each resource offered in line with the QUALIFICATIONS EVALUATION CRITERIA listed in Table 3 – 4 below.

- d) Non-submission of academic qualifications and South African Qualifications Authority (SAQA) Accreditation certificate and submission of false qualifications will result in disqualification of the bidder.
- e) The bidder must show the "Number of years' experience in local government financial management" and "managerial positions" in respect of each resource offered as per the GENERAL EXPERTISE EVALUATION CRITERIA in Table 3 – 4 below.
- f) Each bidder will be required to provide a record of "demonstrated experience and achievements" and "years' experience" for each resource offered as per the SPECIFIC EXPERTISE EVALUATION CRITERIA listed under sections 3.1 and 3.2 in Table 3 – 4 below.
- g) The above criteria are catered for in the CV template (Annexure A and B) that each bidder is required to use. Bidders who do not provide a record of experience will not be considered for the role. The evaluation will place an emphasis on the hands-on experience, achievements, the scale and scope of the projects and reforms implemented, the extent to which the experience demonstrates a holistic view of the specialisation and context and demonstrates the candidate's ability to conceptualise and lead change initiatives.
- h) Candidates must elaborate in their CVs specific hands-on experience including the reforms that he/she was actively involved in and also in relation to the focus areas of these ToR.

Table 3 - Specialists: Revenue management and Expenditure management: Functionality Evaluation Criteria (Stage 1: Technical desktop evaluation).

No.	EVALUATION CRITERIA	SCORING	WEIGHT
1.	QUALIFICATIONS		25
1.1	Highest educational qualification obtained in any of the following: <ul style="list-style-type: none"> Accounting Financial Accounting Management and Cost Accounting 	25 = Honours degree or higher (NQF8); 15 = Degree (NQF7) 0 = No required or relevant qualification	25

No.	EVALUATION CRITERIA	SCORING	WEIGHT
	<ul style="list-style-type: none"> Taxation Auditing Accounting Science 		
2.	GENERAL EXPERTISE		40
2.1	<p>Number of years' experience in Local Government revenue and expenditure management.</p> <p>Means of Verification (MOV): Attach Curriculum Vitae (CV).</p>	<p>10 = 20 years and above</p> <p>5 = 15 to 19 years</p> <p>1 = 9 to 14 years</p> <p>0 = below 9 years</p>	10
2.2	<p>Number of years in Local Government managerial experience.</p> <p>The following positions will be regarded as management:</p> <ul style="list-style-type: none"> deputy director and above in the Public Service manager reporting to a Section 57 manager and above in municipalities. <p><i>Bidders from the private sector should clearly indicate the senior management post level held</i></p>	<p>30 = 15 years and above</p> <p>15 = 10 to 14 years</p> <p>5 = 6 to 9 years</p> <p>0 = below 5 years</p>	30
3.	SPECIFIC EXPERTISE		10
3.1	<p>Demonstrated experience and achievements in revenue and expenditure management supported by the signed confirmation letters from contactable referrals.</p> <p>With respect to experience in revenue and expenditure management, relevant components aligned to the specific</p>	<p>5 = Excellent (demonstrated expertise in all four components)</p> <p>3 = Good (demonstrated at least three components)</p> <p>2 = Average (demonstrated at least two components)</p> <p>1 = Below Average (demonstrated at least one component)</p>	5

No.	EVALUATION CRITERIA	SCORING	WEIGHT
	<p>scope of work include, but are not limited to:</p> <ul style="list-style-type: none"> • Development of revenue and expenditure guidelines • Identification and implementation of key control points relating to revenue and expenditure cycles (from initiation of transaction to reporting in AFS) • Support municipalities on interpretation and implementation of relevant legislation (MPRA, MFMA & Municipal Systems Act 32 of 2000 and related regulations, standards, and guidelines). • Development and implementation of standard operating procedures (SOPs). <p>Means of Verification (MOV): Signed confirmation letters from contactable referrals.</p>	0 = None demonstrated	
3.2	<p>Years' experience in implementing revenue and expenditure management initiatives/innovation as per the components listed under 3.1 above.</p> <p>Means of Verification (MOV): Signed confirmation letters from contactable referrals.</p>	<p>5 = 15 years and above 3 = 10 to 14 years 2 = 5 to 9 years 0 = Less than 5 years</p>	5
SUB TOTAL			70
FOCUS AREA FOR INTERVIEW			25
TOTAL			100

- ✓ Bidders who fail to obtain the minimum of 50 points out of 75 points on Technical Desktop Evaluation will not qualify for interviews, preference points and price evaluation.

**Table 4 - Specialists: GRAP Compliance: Functionality Evaluation Criteria
(Stage 1: Technical desktop evaluation).**

NO.	CRITERIA	SCORING	WEIGHT
1.	QUALIFICATIONS		35
1.1	EDUCATIONAL QUALIFICATION		25
	Highest educational qualification obtained in any of the following: <ul style="list-style-type: none"> • Accounting • Financial Accounting • Management and Cost Accounting • Taxation • Auditing • Accounting Science 	25 = Master's degree (NQF 9) 20 = Honours degree or higher (NQF8); 0 = No required or relevant qualification	25
1.2	PROFESSIONAL QUALIFICATION		10
	Highest professional qualification	10 = CA(SA) (NQF8) Chartered Accountant 8 = ACCA, SAIPA, CIMA (NQF 8) Associate Chartered Certificate Accountant/ Professional Accountant 6 = AGA (SA) Associate General Accountant 4 = AT(SA) Accounting Technician (SAICA) 1 = AT(SA) Accounting Technician (SAIPA) 0 = No professional qualification	10
2.	GENERAL EXPERTISE		30

NO.	CRITERIA	SCORING	WEIGHT
2.1	<p>Number of years' experience in Local Government Accounting, Reporting and External Auditing (GRAP).</p> <p>Means of Verification (MOV): Attach Curriculum Vitae (CV).</p>	<p>15 = 15 years and above</p> <p>10 = 10 to 14 years</p> <p>3 = 5 to 9 years</p> <p>0 = below 5 years</p>	15
2.2	<p>Number of years in Local Government managerial experience – Accounting, Reporting and External Auditing (GRAP).</p> <p>The following positions will be regarded as management:</p> <ul style="list-style-type: none"> • deputy director and above in the Public Service • manager reporting to a Section 57 manager and above in municipalities. <p><i>Bidders from the private sector should clearly indicate the senior management post level held</i></p>	<p>15 = 10 years and above</p> <p>10 = 7 to 9 years</p> <p>5 = 4 to 6 years</p> <p>0 = below 4 years</p>	15
3.	SPECIFIC EXPERTISE		10
3.1	<p>Accounting Support and Reporting Specialists</p> <p>Demonstrated experience and achievements in the municipal environment in the following key components aligned to the scope of work supported by the signed confirmation letters from contactable referrals:</p> <ul style="list-style-type: none"> • GRAP implementation 	<p>5 = Excellent (demonstrated expertise in all seven components)</p> <p>3 = Good (demonstrated at least six components)</p> <p>2 = Average (demonstrated at least five components)</p> <p>1 = Below Average (demonstrated at least three to four component)</p> <p>0 = None demonstrated</p>	5

NO.	CRITERIA	SCORING	WEIGHT
	<ul style="list-style-type: none"> • Municipal financial accounting and reporting (General ledgers, cash books, related subsidiary accounts, registers etc.) • Municipal financial statements preparation and related MFMA legislation and prescripts. • Accounting related internal controls. • Preparation, implementation, and monitoring of audit action plans. • Solid knowledge of municipal operations pertaining to budgets, revenue management, expenditure management and asset management and their accounting implications • Municipal external auditing. <p>Means of Verification (MOV): Signed confirmation letters from contactable referrals.</p>		
3.2	<p>Accounting Support and Reporting Specialists:</p> <p>Years' experience in implementing in GRAP initiatives/innovation as per the components listed under 3.1 above.</p> <p>Means of Verification (MOV): Signed confirmation letters from contactable referrals.</p>	<p>5 = 5 years and above</p> <p>3 = 3 and 4 years</p> <p>0 = 2 years and below</p>	5
SUB TOTAL			75
FOCUS AREA FOR INTERVIEW			25
TOTAL			100

- ✓ Bidders who fail to obtain the minimum of 50 points out of 75 points on Technical Desktop Evaluation will not qualify for interviews, preference points and price evaluation.

6.3.2.3 Functionality Evaluation (Stage 2: Interviews)

- a) Interviews will be used to verify the bidder's specific knowledge, experience, and abilities in area/s of work that they are offering their services.
- b) Interview evaluation criteria for the Specialists are stipulated in the Tables 5 below.

Table 5: Functionality Evaluation Criteria - Stage 2: Interviews - Revenue and Expenditure Management and GRAP.

	FOCUS AREA	Criteria	Weight
01	Advance knowledge of relevant legislation, regulations, accounting standards and other related prescripts	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	5
02	Ability to identify and prioritise key issues and improvement areas within the function	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	5
03	Ability and experience in conceptualisation, developing, and implementing solutions to the identified issues	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	5
04	Advisory, and skills transfer	10 = Excellent 8 = Good 5 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	10
Total			25

- Only bidder's that meet the 75 points out of 100 points thresholds for both the Technical Desktop Evaluation and Interviews will be considered for further evaluation on Specific Goals in terms of Preferential Procurement Regulation (PPR) 2022 and price.

6.3.3 Phase 3: Preference Points (Specific Goals) and Price

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable in terms of the Preferential Procurement Framework Act, 2005 (Act No.5 of 2000) and its regulations. 8.1 Preference points shall be allocated as follows: -

Folio No.	Criteria	Points
1	Price	80
2	Specific Goals	20
Total points for Price and SPECIFIC GOALS		100

a) The 80/20 Preference point system.

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

b) Points awarded for specific goals.

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such).

Note to tenderers: The tenderer must indicate how they claim points for each preference point system).

Preference points to be allocated as follows:	Points allocation	Means of Verification
Black people ownership $\geq 51\%$	6	CSD and/or copy of company registration document
Women ownership $\geq 51\%$	7	CSD report
Persons with disabilities ownership $\geq 51\%$	2	CSD and Medical certificate from a recognized Medical Practitioner
Youth ownership $\geq 51\%$	3	CSD Report
Locality – business/company based within a specific region (Limpopo)	2	Proof of Local Address i.e. Municipal account/ address confirmation from Local Authority/ Lease agreement

- ✓ Allocation of preference points for black people ownership $\geq 51\%$, woman ownership $\geq 51\%$ and Youth ownership $\geq 51\%$ will be considered as per latest CSD report and/or the Company registration document (CIPC).
- ✓ Bidders are required to duly complete SBD 6.1 and attach proof/means of verification as required (Proof of Local Address/ Proof of Municipal Rates and Taxes/ Valid Lease Agreement or Letter of Tribal Authority not older than three (3) months), failure to complete and submit documentation will lead to non-allocation of preference points.
- ✓ Persons with disabilities ownership $\geq 51\%$, are required (compulsory) to submit a medical certificate from a recognized Medical Practitioner, failure to submit the means of verification will lead to non-allocation of preference points.
- ✓ Bidders are urged to read and understand the contents of SBD 4 form. Bidders must ensure the full completion of the document and give special attention on 2.3, failure to disclose ALL the companies under the directors on CSD will lead to **disqualification**.

7. CONTRACTUAL CONDITIONS

7.1 Contracting Authority

The bidders will contract directly with the LPT.

7.2 Contract Fees

7.2.1 The proposed fees should be compatible with the professional rates.

7.2.2 The above fees exclude direct costs relating to project execution such as travel for which LPT will make provision. Please note that LPT does not pay for Specialists travel and parking costs to and from place of permanent residence or permanent work office to the respective municipality or Polokwane. LPT will only pay for travel and related costs for assigned work.

7.2.3 The financial proposal must be submitted in South African Rand.

7.2.4 Successful bidders will be required to register for VAT as the annual contract amount is above the VAT threshold.

7.2.5 LPT reserves the right to negotiate the final fees and make offers to successful bidders.

7.2.6 Bidders who meet the final threshold of 75 points out of 100 points on Technical Desktop Evaluation and Interviews will be added to the list of eligible bidders for appointment should there be a need to appoint.

8. SPECIALISTS REPORTING REQUIREMENTS

8.1 The following reports will be submitted by Specialists as proof of delivery of services:

8.1.1 Weekly and monthly plans of activities to be performed prior the start of the week and the month;

8.1.2 Weekly and monthly progress reports capturing evidence indicating work done, deliverables submitted, and time allocated to the achievement thereof;

8.1.3 Performance reports, at least bi-annually in support of individual Specialist performance reviews; and

8.1.4 A close-out report on completion or termination of the Specialist contract.

8.1.5 As part of project work, Specialists will be required to deliver agreed project reports and project closure reports as determined by LPT;

8.1.6 Reports shall be written in English and supported by MOVs;

8.1.7 All reports, files, notes, electronic files, and documents shall be structured, formatted, and completed according to the requirements of LPT;

8.1.8 All guidelines and templates produced during the duration of the contract shall remain the property of LPT.

9. TOOLS OF TRADE

9.1 Facilities to be provided to specialist

Office space will be provided in the specific municipality for the five (05) revenue and expenditure specialist and LPT head office for the one (01) GRAP Compliance Specialist.

9.2 Working tools to be provided by specialist

Specialists will be responsible for the provision of any computer equipment, connectivity, and all other administrative supplies that may be required over the duration of the programme.

9.3 Information Communication Technology (ICT) compliance requirements

9.3.1 Base Operating System Requirements Current and Supported

To protect our network and ensure seamless compatibility, contractor devices must run operating systems that are currently supported by the manufacturer. This means they are capable of receiving regular security updates and patches.

9.3.1.1 Specifically:

- **Windows Devices** (only Pro* or Enterprise editions): Must run at least Windows 11. All versions of Window 11 are supported.
- **MacOS Devices:** Not advisable.

9.3.2 Basic Security Features

- **Home versions** will not be allowed on the LPT network, **Data Compliance Risks:** Home versions may not comply with various regulatory requirements that businesses must adhere to, such as POPIA, GDPR, HIPAA, or PCI DSS, because

they cannot enforce policies that control data access and sharing.

- **No Advanced Threat Protections:** They often do not include advanced threat protection services like Microsoft Defender for Endpoint, which are crucial for defending against sophisticated cyber threats.
- **Lack of Audit Trails:** There is often a lack of proper auditing capabilities, which are essential for compliance and for tracking access to sensitive data.
- **Regular Updates:** Contractors should configure their laptops to receive and install updates/patches automatically. This includes any and all third-party applications, where applicable.

9.3.3 Antivirus and Anti-Malware Software

Contractors are required to maintain active antivirus and anti-malware protection on their devices.

9.3.3.1 The following specifications must be met:

- **Default Protection:** Microsoft Defender Antivirus, which is installed by default on all Windows 11 devices, is strongly recommended due to its integration and optimization with the operating system.
- **Alternative Solutions:** Contractors may opt to use another reputable antivirus package, provided it meets our security standards. Examples of acceptable alternatives include solutions from vendors like Norton, McAfee, or Sophos.
- **Requirements:** All antivirus solutions must support real-time scanning and threat detection and must be configured to update automatically and perform regular scans to ensure the highest level of protection against malware and other security threats.

10. BID VALIDITY PERIOD

The bid will be valid for a period of hundred and twenty (120) days.

11. SPECIAL CONDITIONS OF CONTRACT

11.1 Bidder's own terms and conditions or qualifications of bid

This document contains the terms and conditions of this bid, and bidders must not change/amend the ToR or come up with their own terms and conditions.

11.2 Reservation of Rights

11.2.1 LPT reserves the right to –

- (a) request further information or document (s) from any bidder after closing date;
- (b) Communicate only with the shortlisted bidders as and when necessary;
- (c) Verify information and documentation of respective bidder from the NT's CSD system, South African Revenue Services (SARS), Companies & Intellectual Property Commission (CIPC), NT or any other relevant entity or visit the premises of the bidder at any time without notice. Any information received which does not correspond with the one provided in the bid document will render the bid null and void;
- (d) negotiate the final price; and
- (e) LPT reserves the right to withdraw the contract before appointment.

11.3 Bid Acceptance

The appointed bidder must be able to commence work as per signed SLA.

11.4 Termination of Contract

11.4.1 LPT reserves the right to disregard a bid or cancel the contract with the winning bidder if the bidder, –

- (a) has failed to comply with any legal or policy requirement that the bidder must comply with in order to enter into a valid contract with LPT, including but not limited to any public servant constituting or in the employ of the winning bidder not having the necessary permissions or authorization in terms of the Public Service Act, or not having made the necessary financial disclosures to the employer or not having declared any or all interests in the bid documents;
- (b) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining any other contract with any other state institution, government department, provincial administration or public entity;
- (c) after notification that the bid has been conditionally accepted, either fails, refuses or neglects or causes undue delays in the signing of the contract and service level agreement; or

11.4.2 LPT may immediately terminate the contract without any notice if any of the following circumstances occur or exist: If the bidder –

- (a) commits an act of misconduct or technical incompetence;

- (b) commits or participates in any unlawful, dishonest, or unethical act in the performance of its obligations under this contract; or
- (c) breaches this contract.
- (d) Fail to deliver the project within the stipulated time frames.

11.4.3 LPT may cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of the bidder), firm or company (The expression "person, firm or company" shall include an authorized employee or agent of such a person, firm, or company):

- (a) is executing a contract with government unsatisfactorily;
- (b) has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the Public Service in connection with obtaining or executing a contract;
- (c) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he/she has managed his/her affairs in such a way that he/she has in consequence there-of been found guilty of a criminal offence;
- (d) has approached an officer or employee in the Public Service before or after bids have been called for, to influence the award of the contract in his/her favour.
- (e) has withdrawn or amended his/her bid after the time set for the receipt and opening of bids;
- (f) when advised that his/her bid has been conditionally accepted, has given notice of his/her inability to execute or sign the contract or to furnish any security required;
- (g) has disclosed to any other person, firm or company the exact or approximate amount of his/her proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation of the bid;
 - i. LPT may, in addition to any other legal recourse which it may have, cancel the contract between LPT and such person, firm or company and /or resolve that no bid from such a person, firm or company will be favourably considered for a specific period.

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11.5 Conflict of Interests

Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing the contract. Bidders must have internal control measures in place to identify potential conflicts and to bring them to the attention of LPT.

11.6 Costs incurred by bidder

LPT will not be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and submission of this bid.

11.7 Bid binding

All written information, warranties and representations made by or on behalf of the bidder before conclusion of the contract are binding upon the bidder and are deemed to have induced LPT to enter into this contract.

11.8 Liability

The bidder is responsible and liable for-

- (a) the conduct, acts, and omissions of the bidder and/or agents or representatives.
- (b) injury to any person, theft, loss, or damage suffered by LPT, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any statutory duty by the bidder or its employees, agents, or representatives of the bidder. Under such circumstances, the bidder must, at its own expense, make good the loss or damage on demand and on the terms of LPT.

11.9 Intellectual Property Rights

- (a) Copyright to all inventions and innovations developed using the products and methodologies offered by the bidder shall be vested in the Limpopo Provincial Administration and in the State in general. Copyright, patent rights and all similar rights in any works or products created as a result of the execution of this bid and its assignments shall vest in and are hereby transferred to the LPT, unless the contrary is agreed to in the form of individual written agreements signed by the bidder and the Accounting Officer of LPT or his/her delegate. For this purpose, all works created in terms of this bid and its assignments shall be deemed to have

been created under the direction and control of LPT.

- (b) All data, data structures, forms and report formats designed or generated in the provision of training shall become the sole and exclusive property of LPT immediately upon acceptance of the service or service component. It is the responsibility of the service provider to hand back all data, data structures, forms, and report formats to LPT at the end of the contract.

11.10 Bidder conduct

Bidders must –

- (a) use and adopt reasonable professional techniques and standards in providing the service;
- (b) monitor project implementation against set targets, costs, and timeframes.
- (c) provide services with all due care, skill, and diligence.
- (d) ensure continuity of services to LPT.
- (e) be able to execute the contract under the supervision of the appointed member(s) of the Project Steering Committee;
- (f) comply with all industry best practices and standards issued or published by any provincial or national governing body, council or organisation;
- (g) all reports issued by the service provider must be endorsed by the Project Steering Committee prior to submission to LPT;
- (h) ensure that senior personnel, its employees, or engagement partners observe confidentiality and do not use any information obtained pursuant to this contract for any reason other than for the proper discharge of the bidder's obligations under this contract. The bidder must have systems in place to monitor compliance in this regard;
- (i) not in the process of fulfilling its obligations in terms of this contract, use any labour or intellectual capacity of any employee of the state, including employees of the LPT, for remunerative purposes, unless such employee has the necessary written authorization;
- (j) upon notice by LPT, revise or amend any report that the LPT is not satisfied with, within a period specified by the LPT in that notice; and
- (k) immediately upon receipt of a notice from LPT, promptly replace or re-execute, at the LPT's option, any portion of the services which within a period as determined

by the LPT, from the date upon which they are delivered to the LPT are found to be defective in design or suffer from any non-conformity with this agreement;

(l) The bidder must further, at its expense ensure that every person involved in the execution of this contract and engagement partners are-

- i. **Suitably qualified, properly skilled, experienced, trained, and competent to render the Services.** LPT may interview any person appointed by the Service Provider to execute this contract to test their understanding of the key deliverables in terms of this contract; and
- ii. Where applicable, registered with relevant professional bodies.

(m) By bidding, the Service Provider is deemed to have satisfied itself regarding all conditions affecting this contract and must always comply with the manifest intent and obligations of this contract.

12. BID PRICE

12.1 Bid price must be in South African Rand including VAT, and any other additional cost.

12.2 Bidders must prepare a pricing schedule signed by the authorized signatory, indicating costs per activity per year (year 1/ year 2/ year 3) and costs for the duration of the contract.

- i. The breakdown of price (VAT inclusive) for the duration of the project must clearly be indicated as per Pricing Schedule – Annexure C attached.
- ii. Should there be a discrepancy between the prices in the schedule/price quotation and the total price indicated on the SBD 3.3 form, LPT **will consider the total price on the price quotation.**

13. ACCEPTANCE OF BID

13.1 Screening and Vetting

All recommended bidders or any of its directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest in the enterprise will be subjected to Security Screening and Vetting by the relevant security clearance bodies/ authorities. LPT reserve the right not to appoint the bidder with a negative result.

13.2 Central Supplier Database registration

The bidder should be registered on the NT CSD. It remains the responsibility of the bidder to remain Tax compliant for the duration of the contract.

13.3 Appointment

Should the bid be accepted, LPT will issue a written letter of acceptance and in addition, a formal agreement will be entered between LPT and the appointed entity as per the contract/ SLA.

14. PAYMENT CONDITIONS

14.1 Invoices and payments

14.1.1 The Limpopo Provincial Treasury shall be responsible for effecting payments within thirty (30) days upon submission of invoice by the service provider and only after confirmation of the services rendered by the relevant Directorate.

14.1.2 LPT will not make payment to the Service Provider in the event the Service Provider fails to satisfactorily perform any of its obligations in terms of this contract;

14.1.3 No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.

14.1.4 Payment is subject to the service provider meeting the deliverables as per the SLA.

14.1.5 No advance payments will be made for the execution of this project.

14.1.6 Payments will be made by an electronic transfer, into the Service Provider's Bank Account as appeared on the verified CSD report of that service provider and invoice.

15. SUBMISSION OF DOCUMENTS AND CLOSING TIME

15.1 Please note, it is mandatory that bid documents must be submitted, completed, and signed.

15.2 Only bid document which are received in the Departments Tender Box (46 Hans van Rensburg Street, Polokwane) upon closing date and time will be considered.

15.3 Closing date of the bid is on the 03 October 2025 at 11h00.

Municipal Finance Support Programme II for a period of thirty-six (36) months

Revenue and Expenditure Management Specialists

CV Template

ANNEXURE A

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1. LOCATION OF SPECIALIST SERVICES BEING OFFERED

Revenue and Expenditure Specialists (x 5 specialists) will be placed in the identified municipalities and will report to relevant district Directors.

Kindly note that LPT reserves the right to amend the list of nominated municipalities based on strategic considerations and operational requirements.

Note that LPT reserves the right to offer successful bidders a placement at any of the listed locations based on programme operational considerations.

Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers.

Candidate Name: _____ **Signature:** _____

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2. CANDIDATE'S PERSONAL DETAILS

Personal Information:	Surname		
	First names		
	Identity / Passport Number		
	Tax Number		
	Date of birth		
	Gender		
	Nationality		
	Telephone number (land line)		
	Cell Number		
	Email Address		
Contact Details:	Physical Address		
	Are you a South African citizen?	Yes	No
Candidate background checks	If no, what is your nationality?		
	Do you have a valid work permit? (only if non- South African)	Yes	No
	Are you currently in the employ of the state	Yes	No
	If yes, please provide details		
	Have you ever been charged and convicted with a criminal offence?		
	If yes, please provide details of offence and the sentence imposed:		
	Do you have any pending criminal case against you?		
	If yes, please provide details		
	Have you ever been dismissed for misconduct?		
	If yes, please provide details		
	Do you have any pending disciplinary case against you? *		
	If yes, please provide details		

	Have you resigned from a recent job pending any disciplinary proceeding against you?	
	If yes, please provide details	

3. CANDIDATE'S QUALIFICATIONS

(Add entries if needed. Start from the most recent qualification)

Qualification obtained	
Name of Institution	
Dates	
Qualification obtained	
Name of Institution	
Dates	
Qualification obtained	
Name of Institution	
Dates	

- Certified Copies of all qualifications must be attached.
- International qualifications must be accompanied by SAQA accreditation. Certificate of membership shall not be deemed as proof of educational qualification.
- Non-submission of academic qualifications and South African Qualifications Authority (SAQA) Accreditation certificate will result in disqualification.

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4. CANDIDATE'S EMPLOYMENT HISTORY

(Add additional entries if required. Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column.)

Date		Position Held		Description of your duties; highlighting experience relevant to the services required in this bid
Start	End	Start	End	
MM	YY	MM	YY	Was this a senior management position? (Y/N)
				Employer's Name
				Employer's locality and contact details
Total period of experience e.g 3 years, 6 months				
Date		Position Held		Description of your duties; highlighting experience relevant to the services required in this bid
Start	End	Start	End	
MM	YY	MM	YY	Was this a senior management position? (Y/N)
				Employer's Name
				Employer's locality and contact details
Total period of experience e.g 3 years, 6 months				

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Date		Position Held		
		Description of your duties; highlighting experience relevant to the services required in this bid		
Start		End		
MM	YY	MM	YY	
Total period of experience e.g 3 years, 6 months		Was this a senior management position? (Y/N)		
		Employer's Name		
		Employer's locality and contact details		

Bidders must note that for evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years' experience

5. RECORD OF CANDIDATE'S EXPERIENCE IN MUNICIPAL REVENUE AND EXPENDITURE SPECIALIST

Specific experience: Revenue and expenditure management	Demonstrated achievements in the municipal environment in revenue and expenditure management in the following key components aligned to the scope of work:	Please highlight the major municipal revenue and expenditure operations, projects, reforms and/or initiatives that you were involved in, the key performance metrics achieved, your role in the specific operations, reforms or initiatives, and your key learnings from the experience>
	<ul style="list-style-type: none"> • Development of revenue and expenditure guidelines, • Identification and implementation of key control points relating to revenue and expenditure cycles (From initiation of transaction to reporting in AFS) • Support municipalities on interpretation and implementation of relevant legislation (MPRA, MFMA & Municipal Systems Act 32 of 2000 and related regulations, standards and guidelines) • Development and implementation of SOPs and their accounting implications. • Municipal external auditing. 	

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6. CANDIDATE'S REFERENCES

(Please provide at least three contactable employment references in line with the experience. References must be individuals who were either your managers/supervisors where you were an employee or Client representative in the case where you were appointed as a Service Provider)

1	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	
2	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	
3	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	

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CV Template

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1. LOCATION OF SPECIALIST SERVICES BEING OFFERED

GRAP Compliance Specialist – GRAP Compliance Specialist (x1 Specialist) will be placed in LPT office in Polokwane and will report to the director responsible for Accounting and Reporting.

Kindly note that LPT reserves the right to amend the list of nominated municipalities based on strategic considerations and operational requirements.

Note that LPT reserves the right to offer successful bidders a placement at any of the listed locations based on programme operational considerations.

Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers.

Candidate Name: _____ **Signature:** _____

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2. CANDIDATE'S PERSONAL DETAILS

Personal Information:	Surname		
	First names		
	Identity / Passport Number		
	Tax Number		
	Date of birth		
	Gender		
	Nationality		
	Telephone number (land line)		
	Cell Number		
	Email Address		
Contact Details:	Physical Address		
	Are you a South African citizen?	Yes	No
Candidate background checks	If no, what is your nationality?		
	Do you have a valid work permit? (only if non- South African)	Yes	No
	Are you currently in the employ of the state	Yes	No
	If yes, please provide details		
	Have you ever been charged and convicted with a criminal offence?		
	If yes, please provide details of offence and the sentence imposed:		
	Do you have any pending criminal case against you?		
	If yes, please provide details		
	Have you ever been dismissed for misconduct?		

	If yes, please provide details	
	Do you have any pending disciplinary case against you? *	
	If yes, please provide details	
	Have you resigned from a recent job pending any disciplinary proceeding against you?	
	If yes, please provide details	

3. CANDIDATE’S QUALIFICATIONS

(Add entries if needed. Start from the most recent qualification)

Qualification obtained	
Name of Institution	
Dates	
Qualification obtained	
Name of Institution	
Dates	
Qualification obtained	
Name of Institution	
Dates	

- Certified Copies of all qualifications must be attached.
- International qualifications must be accompanied by SAQA accreditation. Certificate of membership shall not be deemed as proof of educational qualification.
- Non-submission of academic qualifications and South African Qualifications Authority (SAQA) Accreditation certificate will result in disqualification.

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4. CANDIDATE'S EMPLOYMENT HISTORY

(Add additional entries if required. Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column.)

Date			Position Held	
			Description of your duties; highlighting experience relevant to the services required in this bid	
Start	End		Was this a senior management position? (Y/N)	
MM	YY	MM	YY	Employer's Name
				Employer's locality and contact details
Total period of experience e.g 3 years, 6 months				
Date			Position Held	
			Description of your duties; highlighting experience relevant to the services required in this bid	
Start	End		Was this a senior management position? (Y/N)	
MM	YY	MM	YY	Employer's Name
				Employer's locality and contact details
Total period of experience e.g 3 years, 6 months				

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Date		Position Held
		Description of your duties; highlighting experience relevant to the services required in this bid
Start	End	Was this a senior management position? (Y/N)
MM YY	MM YY	Employer's Name
Total period of experience e.g. 3 years, 6 months		
Employer's locality and contact details		

Bidders must note that for evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years' experience.

5. RECORD OF CANDIDATE'S EXPERIENCE IN MUNICIPAL INTERNAL AUDIT UNITS & COMMITTEES

Specific experience: GRAP implementation	Demonstrated experience and achievements in the municipal environment in the following key components aligned to the scope of work: GRAP implementation. <ul style="list-style-type: none">• Municipal financial accounting and reporting (General ledgers, cash books, related subsidiary accounts, registers etc.).• Municipal financial statements preparation and related MFMA legislation and prescripts.• Accounting related internal controls.• Preparation, implementation, and monitoring of audit action plans.• Solid knowledge of municipal operations pertaining to budgets, revenue management, expenditure management and asset management and their accounting implications.• Municipal external auditing.• Monitoring the Audit Action Plan	<i>Please highlight the GRAP implementation, projects, reforms and/or initiatives that you were involved in, the key performance metrics achieved, your role in the specific operations, reforms or initiatives, and your key learnings from the experience></i>
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6. CANDIDATE'S REFERENCES

(Please provide at least three contactable employment references in line with the experience. References must be individuals who were either your managers/supervisors where you were an employee or Client representative in the case where you were appointed as a Service Provider)

1	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	
2	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	
3	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	

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PRICING SCHEDULE - ANNEXURE C

- 1.1 Service provider to estimate the total number of hours and cost (VAT inclusive) to perform the work as per the terms of reference herewith.
- 1.2 A breakdown of the hourly tariff, (VAT inclusive) per resource (e.g. Director, Manager, and other relevant level of expertise) as required for service rendered and an estimated percentage of disbursements (VAT inclusive) for the duration of the project.
- 1.3 An analysis of costs must be given to cover the full contractual amount and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs/ disbursements (VAT inclusive) should be included in the budget breakdown.
- 1.4 The proposed fees should be compatible with the professional rates.

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