

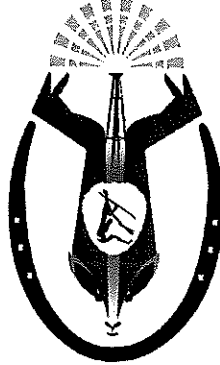
## Ubuntu Municipality

### Navrae/Enquiries

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ubuntu • ihemba • izithelhe  
humanity • hope • heritage*

Kantoor van die Munisipale Bestuurder  
Office of the Municipal Manager

U Verwysing:  
Your Reference: \_\_\_\_\_

Ons Verwysing:  
Our Reference: \_\_\_\_\_

Datum: 16 April 2025

Date: \_\_\_\_\_

### **BID DESCRIPTION: REQUEST FOR PROPOSALS FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR A PERIOD OF THREE YEARS (2024/25, 2025/26 & 2026/27)**

#### **BID NUMBER: UB/VW/06/2024/2025**

Bids are invited from suitably qualified, capable and experienced bidders for the Compilation of GRAP compliant annual financial statements for a period of three years for Ubuntu Local Municipality. Bid documents containing conditions of Tender will be available from the 16<sup>th</sup> of April 2025 at UBUNTU LOCAL MUNICIPALITY.

Complete tender documents, fully completed in BLACK INK, priced and signed, must be sealed in an envelope clearly marked " BID NUMBER: UB/VW/06/2024/25 REQUEST FOR PROPOSALS FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR A PERIOD OF THREE YEARS" must be deposited in the Tender Box at 78 CHURCH STREET, VICTORIA WEST at the Finance Department at the above physical address, by no later than 10:00 on the 19<sup>th</sup> of MAY 2025.

Proposals must be submitted on the original tender documents and shall remain valid for a period of 60 days from the closing date of the bid.

A complete set of tender documents is available from the municipal offices in Victoria West at a non-refundable fee of R1,500.00. Payment may be made in cash at the municipal cashiers or via direct deposit into the municipality's bank account. Banking details are as follows:

Bank name: FNB

Cheque account number: 54062338032

Branch code: 200408

No tender documents will be issued until the eft payment has reflected in the municipal bank account. Proof of payment can be emailed to scm@ubuntu.gov.za.

UBUNTU LOCAL MUNICIPALITY is not compelled to accept the lowest or any tender. No late, faxed or telephonic tenders will be accepted. Tenders will be evaluated in accordance with the Ubuntu Municipality Supply Chain Management Policy; Municipal Supply Chain Management Regulations Gazette No. 27636, 30 MAY 2005; Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulation of 2022.

Bids will be evaluated on functionality and the 80/20 preference points system as prescribed by the revised preferential procurement policy framework act of 2022.

#### **VISION**

We, Ubuntu Municipality commit ourselves to be developmental and economically viable to ensure a better life for all.

#### **MISSION**

We strive to achieve - Effective and efficient service delivery - Optimal human and natural resource development - Local economic growth and development, job creation and poverty alleviation - A vibrant tourism industry - To participate in the fight to reduce the infection rate and lessen the impact of HIV/Aids, alcohol abuse and other communicable diseases - A safe, secure and community friendly environment - To ensure sound and sustainable management of Financial and Fiscal affairs of the Municipality

## SCOPE OF WORK:

- **Financial processes and General ledger review of policy/procedure Manuals**
  - Review the financial system modules to control accounts on INZALO FMS FINANCIAL SYSTEM, including and not limited to Consumer Debtors, Sundry Debtors, Creditors, Stores, Bank, Income, and Expenditure and accumulated surplus/deficit.
  - Review all control accounts and suspense votes.
  - Review the general ledger in its entirety.
  - Review deposits and control accounts.
  - Direct expenditure – correct allocations, budgetary control.
- **Reconciliations of General Ledger, Asset register and Annual Financial Statements**
  - Agree the general ledger to the AFS and accumulated surplus.
  - Align the Annual Financial Statements to the asset register.
  - Creditors as reflected in the Financial Statements.
  - Determine the accrual transactions.
  - Analyse and clear suspense accounts.
  - Reconcile all transactions to audit evidence for the year. (Debtors, Creditors, Payroll, Bank and VAT).
  - Use of a recognised application software for Annual Financial Statements preparation.
  - Present the completed interim and Annual Financial Statements on a recognised application working papers.
  - Prepare a programme to transfer skills to finance staff over a period of contract.
  - Compliance with GRAP 3 for correction of errors.
  - Import of Asset register.
  - Import of Investment Property Register.
  - Update Intangible Asset Register.
  - Verification of Assets (Movable and Immovable Assets).
  - Calculation of Depreciation and Impairment.
  - Ensure complete substantial information for actuarial calculation w.r.t. employee benefits and other related line items.
  - Include GRAP 25 reports in AFS.
  - Caseware working papers to be used for the compilation of the AFS for the entire duration of the contracted period.
- **Analysis and correction of all significant financial statement areas**
  - Presentation of prior year error note for all significant Annual Financial Statements areas above.
  - Preparation of working papers.
  - Reconciliation of working papers for corrections.
  - Compilation of audit file.
  - Address prior year audit findings.
- **Assist with municipal Standard Chart of Accounts (mSCOA) setup**
  - Reviewing of the municipality's compliance in terms of mSCOA implementation.
  - Unbundling of the TB of the municipality for integration into the mSCOA financial system.
  - Reporting on issues and risks identified.
- **Training and Transfer of skills to the municipal staff**
  - Provide hands on training throughout the duration of the project.
  - Organise group training on specific financial reporting topics.

## Audit action plan

- Compile and submit the municipal Audit action plan at the end of each audit period.

Bids will be evaluated based on the following criteria for Functionality:

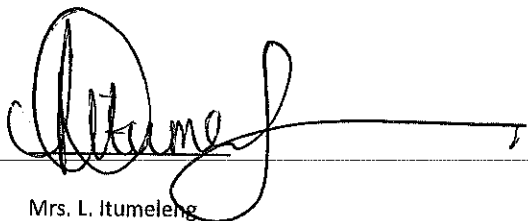
Criteria	Applicable values/points	Weight
<b>Qualifications of the project leader</b>	Project leader must be registered CA (SA)	15
<b>Relevant experience of the project leader</b>	Project leader experience with AFS compilation: <ul style="list-style-type: none"> <li>• 7+ years experience post articles – 15 points</li> <li>• 5 – 6 years experience post articles – 10 points</li> <li>• 3-4 years experience post articles – 5 points</li> </ul>	15
<b>Qualifications of project team</b>	At-least one team member with NQF level 8 in Accounting or similar: <ul style="list-style-type: none"> <li>• NQF level 8 – 10 points</li> <li>• NQF level 7– 5 points</li> </ul>	10
<b>Relevant experience of the project team</b>	At-least one team member with AFS compilation experience <ul style="list-style-type: none"> <li>• 7+ years experience – 10 points</li> <li>• 5 – 6 years experience – 5 points</li> <li>• 3-4 years experience – 3 points</li> </ul>	10
<b>Contactable reference letters for projects completed in the last five years</b>	Completed project reference letters: <ul style="list-style-type: none"> <li>• 5+ reference letters – 20 points</li> <li>• 3 – 4 reference letters – 10 points</li> <li>• 1-2 reference letters – 5 points</li> </ul>	20
<b>Detailed methodology clearly describing the approach to be followed in relation to the scope of work</b>	Methodology: <ul style="list-style-type: none"> <li>• Excellent – 10 points</li> <li>• Good – 5 points</li> <li>• Average – 3 points</li> <li>• Poor – 0 points</li> </ul>	10
<b>Project implementation plan with timeframes for each activity and milestones:</b>	Project implementation plan: <ul style="list-style-type: none"> <li>• Excellent – 20 points</li> <li>• Good – 10 points</li> <li>• Average – 5 points</li> <li>• Poor – 0 points</li> </ul>	20

Bidders are required to score a minimum of 80 points on functionality in order to be evaluated further.

The following specific goals will be applicable:

Criteria	Weight
contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.  Points can only be claimed by submitting a certified copy of the BBBEE certificate or sworn affidavit. Level 1(10 pts). Level 2(9 pts). Level 3 (6 pts). Level 4 (5 pts). Level 6 (3 pts). Level 7 (2 pts). Level 8 (1 pt)	10
The empowerment of the workforce by standardizing the level of skill and knowledge of workers.  Provision of an accredited AFS/GRAP qualification to one official of the municipality for each year of the contract. (3 municipal officials in 3 years).	10

Enquiries related to this tender must be addressed to MR. JC KUMBI of UBUNTU LOCAL MUNICIPALITY at Tel: (053). 621 0026/108



Mrs. L. Itumeleng

**MUNICIPAL MANAGER**