

Ubuntu Municipality

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ubuntu · ihemba · izithethe
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: COMPILATION OF GRAP COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE YEARS (2024/25, 2025/26 & 2026/27)

BID NUMBER: UB/VW/05/2024/2025

Bids are invited from suitably qualified, capable and experienced bidders for the Compilation of a GRAP compliant Asset Register for three years. Bid documents containing conditions of Tender will be available from the 16th 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/05/2024/35 COMPILATION OF GRAP COMPLIANT ASSET REGISTER 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 12:00 on the 19th 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.

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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

SCOPE OF WORK

Immovable assets:

- Perform detail asset verification, condition assessment classification, componentization of all immovable assets.
- Perform the annual verification of assets, condition assessment, classification, and componentization of all immovable assets.
- Review the useful life and residual values of all assets according to GRAP 17
- Data collection and compiling and unbundling of Infrastructure assets Register, Land and buildings, and Investment Properties assets register.
- Identify, physical verification, componentization and valuation of all land and building, Investment Properties, Infrastructure assets.
- Comparison between the deeds office information obtained, valuation Roll and the current FAR
- Recording of all additions and under construction assets to the assets register
- Prepare, reconcile and review the Infrastructure, Land and Building, Investment Register for the municipality.
- Identify and recording of possible impairment losses.
- Preparation of reconciliation between asset register and general ledger.
- Calculation of depreciations etc.
- Calculation of the current replacement cost of the assets
- Investigate and correct prior year assets qualification 2024/2025 financial year
- Prepare appendixes for the work done
- Any other adhoc related work which may be assigned by the municipality
- Preparation of necessary journals

- Provide detail methodology to be applied
- Transfer of skills to the Municipal Officials
- The appointed service provider must be willing to assist in responding to technical audit findings raised by Office of the Auditor General
- Produce detail report on work done
- Recording of all additions and disposals
- Review of the assets management policy (AMP) and make recommendations for improvement
- Help the municipality to answer Audit assets queries / findings raised by Auditor General for the 2024/2025, 2025/26 & 2026/27 financial year.
- Investigate and Correct the 2024/25, 2025/26 and 2026/27 financial year assets findings / qualification and submit the corrected Assets Register to the Municipality.
- The bidder must provide his own system which he / she will be using for verification of Immovable assets and he will be reliable for the cost of that system.
- The bidder must also specify in the tender document the name of the system which he will be using for Immovable assets verification and its function.
- Compilation of progress report to be submitted with each invoice claimed.
- Close out report to be submitted at the end of each year's compilation & final invoice submission.

Movable assets:

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- Perform detail asset verification, condition assessment classification, componentization of all movable assets, Intangible assets, heritage assets, Lease assets including Library books and impairment exercise.
 - Perform quarterly asset verification, condition assessment classification, componentization of all movable assets, Intangible assets, heritage assets, Lease assets including Library books and impairment exercise.
 - Review of useful life and residual values of all assets according to GRAP 17
 - Data collection and compiling of movable assets register, Library books, Lease assets, Intangible assets together with Heritage assets register.

- Prepare, reconcile and review the Lease, Movable, Intangible , Heritage, Library assets Registers for the municipality
 - Identifying and recording of possible impairment losses.
 - Preparation of reconciliation between asset register and general ledger.
 - Calculation of depreciation, etc
 - Calculate the current replacement cost of the assets.
 - Investigate and correct prior year assets findings 2023/2024 financial year
 - Prepare appendixes for the work done
 - And other adhoc related work
 - Preparation of necessary journals
 - Provide detail methodology to be applied
 - Transfer of skills to the Municipal Officials
 - The appointed service provider must be willing to assist in responding to technical audit findings raised by Office of the Auditor General
 - Produce detail report on work done
 - Recording of all additions and disposals
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- Review of the assets management policy (AMP) and make recommendations for improvement
 - Heritage assets to be identified, verified, classified and componentization according to GRAP 103
 - Help the municipality to answer Audit assets queries / findings raised by Auditor General for the 2024/2025, 2025/2026 & 2026/2027 financial year.
 - Investigate and Correct 2024/2025, 2025/2026 & 2026/2027 financial year assets findings / qualification and submit the corrected Assets Register to the Municipality
 - The bidder must provide his own system which he / she will be using for verification of Movable assets and he will be reliable for the cost of that system.

The bidder must also specify in the tender document the name of the system which he will be using for Movable assets verification and its function

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

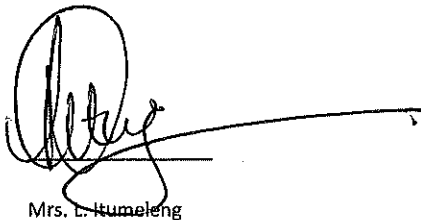
Criteria	Applicable values/points	Weight
Experience & qualifications of the project team	CA(SA) with FAR compilation experience: <ul style="list-style-type: none"> • 5+ years experience – 15 points • 3 – 4 years experience – 10 points • 1-2 years experience – 5 points 	15
Experience & qualifications of the project team	Professional Engineer (ECSA Registered) with FAR compilation experience: <ul style="list-style-type: none"> • 5+ years experience – 15 points • 3 – 4 years experience – 10 points • 1-2 years experience – 5 points 	15
Experience & qualifications of the project team	Professional property valuer registered with the South African Council for the property valuers association: <ul style="list-style-type: none"> • 5+ years experience – 15 points • 3 – 4 years experience – 10 points • 1-2 years experience – 5 points 	15
Experience & qualifications of the project team	Certified Senior Asset Management specialist with FAR experience registered with the South African Asset Management Association:: <ul style="list-style-type: none"> • 5+ years experience – 15 points • 3 – 4 years experience – 10 points • 1-2 years experience – 5 points 	15
Contactable reference letters for projects completed in the last five years	Completed project reference letters: <ul style="list-style-type: none"> • 5+ reference letters – 20 points • 3 – 4 reference letters – 10 points • 1-2 years experience – 5 points 	20
Detailed methodology clearly describing the approach to be followed in relation to the scope of work	Methodology: <ul style="list-style-type: none"> • Excellent – 10 points • Good – 5 points • Average – 3 points • Poor – 0 points 	10
Project implementation plan with timeframes for each activity and milestones:	Project implementation plan: <ul style="list-style-type: none"> • Excellent – 10 points • Good – 5 points • Average – 3 points • Poor – 0 points 	10

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 asset management 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