

**INXUBA YETHEMBA
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /
LOCAL MUNICIPALITY**

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"A coherent developmental municipality putting people first and providing a better life for all its citizens"

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	PROVISION FOR SHORT TERM ACCOUNTING CONSULTING SERVICES
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	IYM01/05/2023Q
NOTICE NO.	15/2023
Advert Date:	08 MAY 2023
Closing Date:	15 MAY 2023

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE:

No.	Description of Goods	Quantity	Unit Price	Total Price
1.	Accounting Consultant Fees			
2.	Disbursements cost			
	Sub-total			
	Vat @ 15%			
	TOTAL			

Specification:

Short-term accounting consulting services

Inxuba Yethemba Local Municipality (IYM) seeks a suitably qualified consultant with minimum 10 years' experience to support the Municipality as a temporary appointment until a long-term contract has been awarded for consulting services. The consultant must quote an hourly rate inclusive of VAT for a period of 80 hours.

The consultant will be required to assist with tasks as assigned, which will include but will not be limited to the following:

- IGL 998 reconciliations: subledger to general ledger reconciliations and follow up to confirm the reconciling items have been addressed.
- Review of control accounts in the balance sheet and report on items to be corrected or

reallocated.

- Analysis of specific risk areas in the general ledger.

Qualifications:

- Minimum of 10 years' experience in local government
- Registered Chartered Accountant (CA(SA))
- Experience with GRAP standards
- Experience with MFMA
- Experience with Promun (IYM's financial system)

Skills and competency:

- Detailed oriented
- Problem solving
- Time management
- Excellent communication skills
- Deadline driven

Evaluation criteria

The quotes will be evaluated using the 80/20 preferential point system.

- 20 points will be allocated as follows:

Locality: 50%

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10
Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

BBBEE: 50%

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

General

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.

- CSD report must be submitted
- SARS Pin or Tax compliance certificate

Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: 01/05/2023Q (PROVISION FOR SHORT TERM ACCOUNTING CONSULTING SERVICES)" which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 15 May 2023 at 12 pm on the closing date. No email submissions will be allowed.**

For technical inquiries with regard to the Request for Quotation, please contact the Project Manager, Mr. L. Hanana on 048 801 5011

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: www.csd.gov.za.

Should you have any SCM-related enquiries please contact the **Supply Chain Management Unit;**

- Mrs. L Ntloko (048) 801 5061 or email lnthloko@iym.gov.za

CLOSING DATE: 15 MAY 2023 AT 12H00