Supply Chain Management Process Compliance Checklist

RECOMMENDED SERVICE PROVIDER: S and G Business Consulting
DESCRIPTION OF REQUIREMENTS: Appointment of a Service Provider to perform Skills Audit Support to the Victor Khanye Local Municipality

PURCHASE ORDER NUMBER: 64201

	Compliance Documentation	Yes/No/ Not Applicable	Comments
	Request for Quotation Process		
	(Sequential order of documents)		
1	Checklist	YES	
2	Purchase Order (detailed)	YES	
3	RFQ Report with all relevant signatories	YES	
4	Memo for less than three quotes (if applicable)	N/A	
5	Comparative Schedule	YES	
6	RFQ document issued to Service providers (SP's)	YES	
7	Specification or Terms of Reference	YES	
8	SAP / Google printout of commodity list of SP's	YES	Panel of Service Providers SALGA/18/2022
9	SCM Request for Quotation i.e Print Screen Email to SP's	YES	
10	Approved Business case with Sub-Bid Committee members	N/A	
11	Functionality Scoresheets (if applicable)	N/A	
12	Declaration of interest by Sub-Bid committee	N/A	
13	If panel appointment – Signed Award Letter		
	-Signed Service Level Agreement	YES	
	-Panel Service Category	YES	
	-List of Panel Participants in that category	YES	
14	If Deviation appointment : Memo supported by Snr SCM Manager and approved by CFO / CEO (as per delegation)		
	-Sole Supplier Letter if sole distributor/ OEM / sole supplier etc	N/A	
	-If Emergency: Provide Photos / proof of emergency	N/A	
15	Email print-out of response from recommended SP	YES	
	Quote/proposal of recommended SP	YES	
	Signed SBD Forms	YES	
	CSD Report	YES	
	Valid BEE Certificate	YES	
16	Email print-out of response from unsuccessful SP's	YES	
	Quote/proposal of recommended SP Signed SBD Forms CSD Report Valid BEE Certificate	YES	
17	**COMPILED BY : JOHN KOLA**	**CHECKED BY :** Nokwanda Msomi	
18	**DATE: 19/11/2024**	Date: 21/11/2024 Signature: N. Msomi	

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

Billing Address:
Attention: Accounts Payable
Menlyn Corporate Park, Block B
175 Corobay Avenue
Corner Garsfontein and Corobay Streets
Waterkloof Glen ext.11 , PRETORIA 0181

Delivery Address:
Menlyn Corporate Park Block B
175 Corobay Avenue
Cnr Garsfontein and Corobay Waterkloof Glen ext11
Pretoria

PURCHASE ORDER

Order Number:	64201	
Order Date:	2024-11-19	
Supplier Ref. No.:	120336	
Delivery Date:	2024-11-28	
Our Contact:	Kola Tholo	0123698000
Fax No:	0123698000	

Vendor Name:	S AND G BUSINESS CONSULTING
Vendor Code:	V-SAN012
Telephone:	084 808 3477
Contact Person:	GRACIOUS EMELDA MUSHWANGWE
E-mail Address:	gmushangwe@gmail.com
Address:	

Line No.	Item Description	Warehouse	Goal	Project	Quantity	Unit Cost	Line Total
1	Consulting - external	MFF-MRTS	GOAL 3		1.00	1358150.00	1358150.00

Total Order Amount (VAT INCLUSIVE) **R 1 358 150.00**

Speacial Message :

Description: Skilled Audit Support for Victor Khanye LMPeriod: 1 November 2024 to 31 March 2026

Terms and Conditions :

This order is subject to the GENERAL CONDITIONS OF CONTRACT available on our website or on request from our Supply Chain Management unit. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. Payment will be made in Rand unless otherwise stipulated in SCC.
Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part if (a) the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
Please quote order number in all correspondence

Official Stamp

Authorised Signatory

SALGA
SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
Inspiring service delivery

RFQ REPORT

CLUSTER	**MFF**				
REQUISITION NUMBER	**120336**				
PURCHASE ORDER	64201				
DESCRIPTION OF GOODS/SERVICES	**Request for Proposals for the Appointment of a Service Provider to Perform Skills Audit Support for Victor Khanye the Local Municipality**				
PART A : SCM PROCESS					
Date requistion received from Client	30-Oct-24				
BSC date	N/A				
Date RFQ issued	8-Nov-24				
Number of suppliers RFQ issued to:	4				
Number of responses received	3				
Closing date	13-Nov-24				
RFQ Evaluation start date	N/A				
RFQ Evaluation end date	N/A				
PART B : SUPPORTING DOCUMENTS	S and G Business Consulting	OMC Chatrterd Accountants	Qhubeka Business Solutions		
	R 1 358 150.00	**R 1 345 550.00**	**R 1 449 460 00**		
Pricing	YES	YES	YES		
Supplier Registered on CSD	YES	YES	YES		
Specification in line with Quotation	YES	YES	YES		
SBD 4	YES	YES	YES		
SBD 6.1	YES	YES	YES		
SBD 6.2	N/A	N/A	N/A		
Local Content Declaraion	Qualified	Qualified	Qualified		
Recommended service provider	**S and G Investments** Business Consulting	**R 1 358 150.00**			

Compiled by Officer
J KOLA
Signature: ____________________
Date: 19/11/2024

Checked by : Senior SCM Officer
N MSOMI
Signature: N. Msomi
Date: 21/11/2024

Approved By:
L Qupe
Signature: ____________________
Date: 21/11/2024

Approved By: (Transactions R100 000 and above)
T Mthethwa
Signature: ____________________
Date: ____________________

Price Comparative Schedule for Quotations

Appointment of a Service Provider to perform Skills Audit Support to the Victor Khanye Local Municipality	Appointment of a Service Provider to perform Skills Audit Support to the Victor Khanye Local Municipality													
REQUISITIONER:	Eoudia Chadinha													
REQUISITION NUMBER:	120336													
	OMC Chartered Accountants		S and G Business Consulting		Qhubeka Business Solutions									
PRICE	R 1,345,550.00		R 1,358,150.00		R 1,449,460.00		R 0.00		R 0.00					
Availability of Products	yes		yes		yes		yes		yes		yes		yes	
Delivery Period	yes		yes		yes		yee		yes		yes		yes	
Quote Validity	yes		yes		yes		yes		yes		yes		yes	
Tax clerance Certificate Valid	yes		yes		yes		yes		yes		yes		yes	
Offer to specification (Y/N)	yes		yes		yes		yes		yes		yes		yes	
	R 1,345,550.00		R 1,345,550.00		R 1,345,550.00		R 0.00		R 0.00					
80/20 preference point system = 80 [1 - (P-Pm) /(PM)]	80.00		79.25		73.82		0		0		0		0	
B-BBEE Status Level and points scored per level (Maximum 10 Points)	2.00	9.00	1.00	10.00	1.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Specfic Goals (Maximum 10 Points) - SMME		4.00		4.00		4.00		0.00		0.00				
Specfic Goals (Maximum 10 Points) - 100% Black Women Owned		0.00		0.00		3.00		0.00		0.00				
Specfic Goals (Maximum 10 Points) - 100% Youth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL POINTS	93.00		93.25		90.82		0.00		0.00		0.00		0.00	
RANKING														
RECOMMENDATION	Not Recommended		Recommended		Not Recommended		Not Recommended		Not Recommended		Not Recommended		Not Recommended	

	Compiled by:		Checked by:
SCM Officials :	John Kola		Nokwanda Msomi
Recommended Service Provider:	Date		Date
S and G Business Consulting	19/11/2024		21/11/2024
Motivation:	Signature:		Signature:
			N. Msomi
TOTAL COST:	Rank:		Rank:
R 1,358,150.00	Buyer		Senior Buyer
In line with the new PPPFA (amended) Regulations, 2022			

REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFP number	RFQ - **120336**
RFP Description	Skilled Audit Support
Quantity	16 months
Province/Office	Victor Khanye LM
RFQ Issue Date	08 November 2024
RFQ Closing date	13 November 2024
RFQ Validity Period	30 Working days
Commencement date	November 2024

SPECIFICATION:

Please see attached specifications.

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: ____

TOTAL PRICE (INCL VAT): ____

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: ____________________________

CAPACITY: ______________________________ **DATE: ______________________**

Dear Service Provider

Service Provider are part of SALGA/18/2022 panel and as such we wish to request a quotation from you to assist **Victor Khanye Local Municipality** in partnership with SALGA to perform the scope of work as set out below for 2024/25 and 2025/26 financial years:

2024/25 & 2025/26 Audit Readiness and Audit Process:

- Review of Municipality's current state of records and availability for audit as and when requested by AG.
- Substantive review of the Audit Action Plan implementation and resultant audit file for AFS and audit file preparation.
- Resolve prior year issues and review and support at a transactional level.
- Assistance with full compliance to the SCM processes and Unauthorised, Irregular expenditure & Fruitless and Wasteful Expenditure.
- Review of all key processes and identifying internal control weaknesses and corrective actions and implementation of comprehensive Standard Operating Procedures.
- Provide audit support based on all work done during the AFS preparation process which will ensure prompt responses to AG requests and queries.
- Substantive review of the Audit Action Plan implementation and resultant audit file on AFS and audit file preparation.
- Ad-hoc technical support for any key processes with a direct impact on the audit outcome and based on the previous audit outcome the Municipality needs assistance around reconciliations related to the face of the AFS line items.

Revenue Management:

- Revenue management: Data cleansing.
- Optimising revenue by refining Municipality's tariff structures.

Cascaded individual performance agreement for all staff members:

- Evaluate the adequacy of individual Performance Management System.
- Awareness sessions/presentations to all staff members to ensure staff members are aware of the requirements of regulation 34 of Municipal Staff Regulations (i.e. Cascading).
- Drafting of the s57 Performance Agreements as a foundation for cascading.
- Drafting of the s57 Performance Plan.
- Drafting of the s57 Personal Development Plan.
- Drafting of Performance Agreements for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Performance Plans for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Personal Development Plans for all staff members in compliance with Municipal Staff Regulations.
- Ensure that the KPI's on the IDP are cascaded to all staff member performance agreements.
- Identifying of dependencies for each staff member.

<u>Audit process and support for 2023/24 & 2024/25</u>:

- Assisting with technical accounting queries from the AGSA or the Municipality.
- Assisting the municipality to review and respond appropriately to Communication of Audit Findings (COMAFs) during the audit.
- Assisting or guiding the municipality to make any necessary and timely adjustments to the AFS based on AGSA queries or findings.
- Engaging and advising the CFO and senior finance staff when advice is needed.
- Engage the AGSA Senior Manager or Manager together with the CFO or senior finance staff to clarify any findings where necessary.
- Attend and participate in Audit Steering Committee meetings.
- Support on audit queries pertaining to performance objectives.
- Drafting of Post Audit Action Plan.
- Facilitate and implement transfer of skills to the SALGA staff and municipal staff.

Kindly submit your quotation based on the scope of work and period of appointment (**1 November 2024 to 31 March 2026**).

Kindly note our budget available for this assignment is as follows:

R 1 500 000 including VAT (1 November 2024 to 31 March 2026) comprising of:

2600 hours at ± R500/hr (excl. VAT).

NB: When submitting your quotation, please include the following:

1. Quotation with breakdown of costs.
2. Hourly rate per resource(s).
3. Hours to be allocated.
4. How many resource(s) will be working with the Municipality.
5. Resource(s) CV's.
6. If during the appointment the resource(s) is not available, will the resource(s) be replaced.

Please note that disbursements should also be covered under the overall budgeted amounts.

Please submit the quotation **by not later than Wednesday, 13 November 2024 at 12:00.**

AWARDING OF A TENDER

South African Local Government Association (SALGA) has awarded the following tender(s). The appointment will be effective upon signing of the Service Level Agreement (SLA) with SALGA

	Name of Bidder	Tender Number	Tender Description
1.	Organ of State Advisory & Research	SALGA/18/2022	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
2.	Tumisong	SALGA/18/2022	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
3.	Ntumba	SALGA/18/2022	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
4.	Sotobe Chartered Accountants	SALGA/18/2022	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
5.	Kettle Consulting	SALGA/18/2022	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES

6.	**Ngubane**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
7.	**OMC Chartered Accountants**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
8.	**Bonakude**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
9.	**EMS Solutions**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
10.	**Bravopix**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
11.	**CCG Systems**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
12.	**New Dimensions Corporation**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
13.	**Stap Sigma**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
14.	**Stangra Investments**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
15.	**S&G Business Consulting**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
16.	**NgwenyaXimun**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES

17.	**Masegare and Associates Inc**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
18.	**ENNT Prillex**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
19.	**Nexia Sab and T**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
20.	**Mubesko Africa**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
21.	**Arri Conceptions**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
22.	**Mera Ketso**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
23.	**Tic & Mend**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
24.	**Morar Incorporated**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
25.	**Rain Chartered Accountants**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
26.	**Ramathe Chartered Accountants**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
27.	**Qhubeka Business Solutions**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES

28.	**Abacwaningi**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
29.	**Ntsu Training & Consultants**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
30.	**Dynamic Dashing Solutions**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
31.	**Mntambo Financial Consulting cc**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
32.	**Kep Consulting**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
33.	**Mmarara Associates**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES
34.	**Nkwekwezi Financial Consulting**	**SALGA/18/2022**	RE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPAL ENTITIES

RE: Request for quotations for audit support for Victor Khanye Local Municipality

NM
Nokwanda Msomi
To Nokwanda Msomi
Bcc oliver@omcca.co.za; johan@oosaar.co.za; nonhlanhlam@qhubekabs.co.za; gracious@sngconsulting.co.za

Smile Reply Reply All Forward ...

Fri 11/8/2024 2:05 PM

Retention Policy SALGA Retention Policy (10 years) Expires 11/6/2034

This is the most recent version, but you made changes to another copy. Click here to see the other versions.
You forwarded this message on 11/13/2024 12:05 PM.
This message was sent with High importance.

Standard Bidding Document (SDB) 4_Annexure A.doc 92 KB
Revised SBD 6.1 IN TERMS OF PPR2022.docx 64 KB
Skilled Audit Support Victor Khanye_120336.pdf 118 KB

Dear prospective bidder,

You are hereby invited for participation in the RFQ process as per attached terms of reference in the Request for quotations for audit support for **Victor Khanye Local Municipality**.

Please note the following important information:

Kindly attach the following documents:
Proposal/Quotation
Completed SBD Forms
BBBEE Certificate / Sworn Affidavit

Take note of the dates below:
RFQ Invitation Date: 08 November 2024
RFQ Closing Date : 13 November 2024 at 12:00 pm. Submit your responses to this email. **Late submissions will not be considered.**
Queries for SCM processes: nmsomi@salga.org.za
Technical Queries: echadinha@salga.org.za

Please confirm receipt of this email as well as confirmation of intention to participation on this RFQ process.

Enquiries: Nokwanda Msomi Tel: 012 369 8000
E-mail: nmsomi@salga.org.za

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

Gracious Emelda Mushangwe
S & G Business Consulting (Pty) Ltd
72 Montague Horizon View, Roodepoort, 1724
084 808 3477
gracious@sngconsulting.co.za

30 March 2023

Attention: **S & G Business Consulting (Pty) Ltd**

Dear: Gracious Emelda Mushangwe,

RE: SALGA/18/2022: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPALITIES

I refer to your proposal for the above-mentioned bid which closed on the **22 November 2022**

Your submission for the above-mentioned bid has been successful. **S & G Business Consulting (Pty) Ltd** is therefore appointed as a preferred service provider to assist with provision of a Hands-on Municipal Audit Support for selected Municipalities for a period of Three (3) years for financial years 2023-2025. The Financial implication for the project will be determined by quantity of tasks required to be undertaken by your institution on behalf of SALGA.

The appointment will be effective upon signing of the Service Level Agreement (SLA) with SALGA.

The notification is subject to all terms and conditions embodied in the bid specifications and the General Conditions of Contract.

Please confirm hereof by signing and return a copy of this letter to SALGA.

Yours sincerely,

Acting Chief Executive Officer
Mr. Rio Nolutshungu

ACCEPTANCE NOTE

I, ____, confirm that I am duly authorized to sign this letter on behalf of **S & G Business Consulting (Pty) Ltd**

SIGNATURE ____________________ **DATE** ____________________

S and G quotation for audit support for Victor Khanye Local Municipality

GM

Gracious Mushangwe <gracious@sngconsulting.co.za>
To Nokwanda Msomi
Cc isaac@sngconsulting.co.za

Reply | Reply All | Forward | ...

Wed 11/13/2024 11:49 AM

Retention Policy SALGA Retention Policy (10 years) Expires 11/11/2034

This message was sent with High importance.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

S and G Quotation_SALGA RFQ Victor Khanye LM Audit support.pdf
594 KB

CV of Emmanuel Nyapokoto CA(SA) Senior Manager.pdf
271 KB

CV of Rendani Mamphwe.pdf
227 KB

Admin Documents (Tax Pin, B-BBEE, CSD, Company Reg, Directors ID, Company Resolution).pdf
2 MB

SALGA INVITATION, SBD 4 AND SBD 6.1 SIGNED AND COMPLETED.pdf

Good day

May you please find the attached S and G response on your request for quotation for Audit support for Victor Khanye Local Municipality.

Thank you.

Best regards,
Gracious

From: Nokwanda Msomi <nmsomi@salga.org.za>
Sent: Friday, 08 November 2024 14:05
To: Nokwanda Msomi <nmsomi@salga.org.za>
Subject: RE: Request for quotations for audit support for Victor Khanye Local Municipality
Importance: High

Dear prospective bidder,

You are hereby invited for participation in the RFQ process as per attached terms of reference in the **Request for quotations for audit support for Victor Khanye Local Municipality**

SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST SALGA IN PROVIDING HANDS-ON MUNICIPAL AUDIT SUPPORT FOR SELECTED MUNICIPALITIES

SUBMITTED BY:

S & G
Business Consulting (Pty) Ltd

DOCUMENT IDENTIFICATION

PREPARER	Isaac Nkoechaba Mamabolo
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PREPARED BY	S and G Business Consulting (Pty) Ltd
CONTACT/S	Name: Isaac Nkoechaba Mamabolo Cell: *+27 74 896 9658* Email: *isaac@sngconsulting.co.za*

Block B, Menlyn Corporate Park
175 Corobay Ave, Waterkloof
Glen Ext II, PRETORIA 0181
Postal: PO Box 2094
PRETORIA 0001

13 November 2024

Dear Sir/Madam,

Request for Quotation for audit support for Victor Khanye Local Municipality

S and G Business Consulting is pleased to submit this proposal to support Victor Khanye Local Municipality's audit needs. Our team of highly skilled professionals brings extensive experience in municipal audit support, financial management, and regulatory compliance, ensuring we are well-equipped to deliver sustainable, transparent, and efficient solutions.

We have a track record of assisting municipalities with audit support and financial oversight. Our services have encompassed not only budgeting and planning but also the execution of robust audit procedures, alignment with the Municipal Finance Management Act (MFMA), GRAP, IFRS standards, and National Treasury regulations. This ensures compliance, accuracy in financial reporting, and minimization of audit risks.

Our approach centers on sustainable financial practices, enhancing governance through improved systems, efficient budget capture, and adherence to regulatory standards. We are well-versed in ERP system integration tailored for municipalities, allowing streamlined budget and audit functions for transparent financial reporting.

This document outlines our understanding of your needs, our methodology, quotation, and the credentials of our professional team. We are committed to delivering high-quality, responsive service and welcome the opportunity to discuss how we can support Victor Khanye Local Municipality effectively.

Please feel free to contact us for further information or clarification on our proposal.
Yours faithfully,

Isaac Nkoechaba Mamabolo
Managing Director
S and G Business Consulting (Pty) Ltd
Cell: *+27 74 896 9658*
Email: *isaac@sngconsulting.co.za*

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1. EXECUTIVE SUMMARY

Why 'S and G Business Consulting (Pty) Ltd'

We at S and G Business Consulting (Pty) Ltd, strive to create peace of mind for our clients through consistent service quality and ensuring that our clients always come first. Budgets and timetables are agreed upon prior to the commencement of an engagement and continuous communication ensures that you, as the client always know where you stand and how work is progressing. Since we believe in giving value for money, we continuously strive to improve our own efficiency through quality initiatives, training of our staff and IT systems development. We make the best use of the time we spend at and on our clients.

Value addition is the hallmark of our service to you, as we are constantly seeking ways to improve your profitability and efficiency. This culture pervades our firm and our financial and non-financial business development consultants form the apex of our expertise in this area. Our understanding of our clients' business and the hardships they have faced and are facing have ensured lasting client-firm relationships over time, as we are aware that clients do not care how much their consultants know until they know how much the consultants care for them.

Mission Statement

To create a dynamic, open environment that encourages creative thinking, innovative ideas, and challenges staff to meet their optimal levels of success.

Vision Statement

To be regionally recognized as a consulting firm that provides solutions to every problem while keeping professionalism, perfection and brilliance in our works.

Core Values

Creative

Modern business must be dynamic to move with the changing times – any innovative business would agree with this!

Unity

We believe in the principle of one-ness, together we are strong

Privacy

As a firm that moves with information and data that might be sensitive, we are committed to keeping its confidentiality and privacy. Our team are bound by confidentiality policies and employ powerful data security measures, ensuring that your private information stays that way.

Honesty

We strictly follow an honest business ethos with every stakeholder.

Personal Growth

We encourage and support our team to complete CIA, PMP, CISA, ECSA and CA studies so enhance perfection on our clients' works.

Long term Strategy

1 Networking

Networking has been an eye opener for our teams because of the opportunity we get to be able to share ideas that have proven to be useful in the industry.

The connections we have established and sustained earn us expert advice, referrals, and other opportunities that activate growth.

2 Collaboration

We have understood the skill of collaboration in parties and hence we have gathered experts from different sectors of the economy and area of specialty to perfectly accomplish a mission.

3. Adopt New Technologies

We understand that our Clients want value for their money, hence, we train our teams to be fully ready for technology changes hence we are up to date in systems that gets jobs done, from Project management, Accounting Software, HR, Cloud and the acceptable use of these platforms and devices.

4. Marketing

Adapting to change, we have strengthened our digital presence on various widely used platforms. We understand that being a household name is essential for growth and survival hence we have employed sufficient skills to push this initiative further.

Objectives

- Growth
- Personal Development
- Profitability
- Relevance
- Professionalism

2. COMPANY TECHNICAL ABILITY

We are networked into a partnering of individuals who are highly skilled in the attainment of peak performance in business management, strategy development, financial, project and change management and Information Technology, but more importantly, we are committed to sustainable development within our sphere of business.

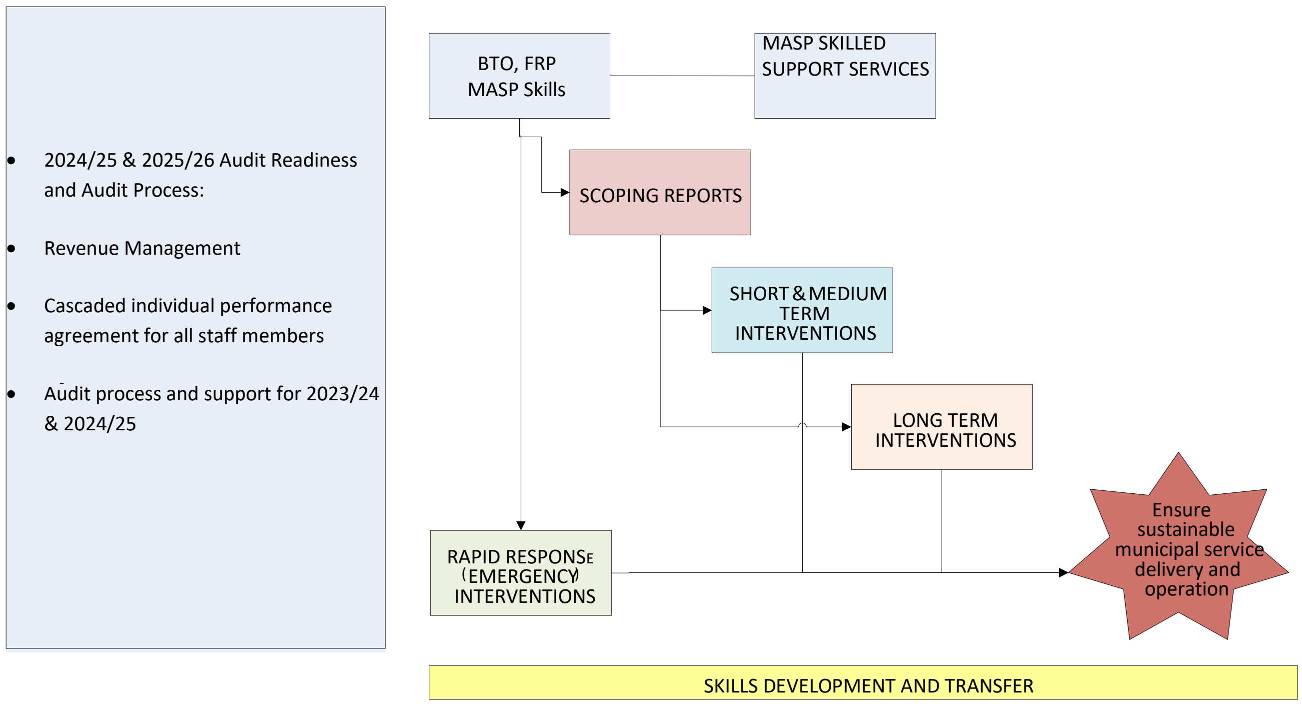
Our team is made up of bright, competent and well-educated professionals who understand African markets and how to structure advisory transactions and Municipal Solutions. We have the experience, education and professional knowledge to bring out the best competencies and capabilities to serve our clients. As professional financial advisors we strive for results not activity.

Specific to Municipalities we provide preparation of: Budgets and Service Delivery Budget Implementation Plans, Integrated Development Plans ("IDP") and Business Plans, Financial Policies and Procedure Manuals, Integrated Risk Plans and Implementation, Job Descriptions and linking Functions to The Performance Management System, Financial Recovery Plans, Medium to Long Term Financial Plans and Linking to IDP, Revenue Enhancement Programmes (Increase of Revenue Base, Effective Debt Collection System, Data Cleansing, Drafting Indigent Policy and Validation), Designing Working Capital Management Systems for Sustainable Cash-flow Management, Debt Consolidation and Cost Minimization (Affordable Loan Structures), Assisting in preparing year-end reports, financial statements and audit working paper files for the Auditor General, Drafting and implementing supply chain management policy. We further demonstrate our understanding of your need below in our methodology as per your scope document.

3. OUR APPROACH AND METHODOLOGY

The diagram below sets out our overall project plan and implementation strategy. Our approach to the engagements will be divided into three phases, namely; Status Quo Review, Development of Solutions and Implementation. Skills transfer will be rolled out throughout the engagement.

SUMMARY APPROACH AND METHODOLOGY



OUR DETAILED METHODOLOGY & APPROACH

The table below set-out the details of the processes described in our approach with the objective of explaining the following

- **Focus Area per your requirements**
- **Key tasks to be performed**

- **Deliverables**

Focus Area	Key tasks to be performed	Deliverables
Project planning and kick off	▪ Meeting with SALGA official to finalise contract terms and conditions as well as the project plan	▪ Finalized appointment. ▪ Project plan that sets out milestones and performance measurements and timeframes where possible.
Project Management	▪ Setting up of a project steering committee consisting of representatives from SALGA, Victor Khanye and S and G Business Consulting.	▪ Consensus on the frequency and format of the project steering committee meetings and progress reports

Review and inputs to the Budget Funding Plan and assessing alignment to the Financial Recovery Plan	
Key tasks to be performed	**Deliverables**
▪ Examine the municipal Budget Funding Plan in detail. ▪ Identify revenue sources and allocate them to fund different budget categories.	**Aligned Revenue Sources**
▪ Align Revenue sources in Budget Funding Plan with revenue generation strategies in the FRP. ▪ Verify that the budget aligns with revenue projections set in the recovery plan.	**Aligned Revenue Sources**
▪ Assess how budget allocations align with the priorities and focus areas identified in the FRP. ▪ Allocate resources to initiatives that contribute to financial recovery and stability.	**Evaluated Expenditure Priorities**

▪ Ensure that the Budget Funding Plan complies with applicable laws, regulations, and policies. ▪ Confirm that the budgetary process adheres to the requirements outlined in the FRP.	**Compliant Budget Funding Plan**
▪ Review how the Budget Funding Plan addresses potential risks and uncertainties. ▪ Contingency measures to address unforeseen challenges and changes in revenue or expenditure.	**Managed and mitigated Contingency and Risk**
▪ Assess the diversity of revenue sources in the Budget Funding Plan. ▪ Efforts to reduce reliance on a single revenue stream and promote financial resilience.	**Revenue Diversification**
▪ Evaluate whether efficiency measures are incorporated into the Budget Funding Plan. ▪ Look for initiatives that promote cost savings and optimize resource utilization.	**Sound Efficiency Measures**
▪ Key performance indicators (KPIs) aligned to the FRP to be included in Budget Funding Plan. ▪ Assess the feasibility of achieving the specified performance metrics.	**Performance Metrics**
▪ Assess the level of stakeholder engagement in the budgetary process. ▪ Consult key stakeholders, including community members in the budget formulation.	**Adequate Stakeholder Involvement**
▪ Communicate the Budget Funding Plan to the public. ▪ Maintain transparency and inform the public about the financial recovery efforts.	**Adequate Public Communication Strategies**
▪ Assess how capital investments align with the priorities set in the Financial Recovery Plan. ▪ Verify that capital projects contribute to long-term financial sustainability.	**Adequate Capital Investment Plans**
▪ Collaborate with key stakeholders, including officials, HODs, and auditors, in the review process. ▪ Seek input and feedback from those directly involved in the budget formulation.	**Stakeholders' engagement**
▪ Establish a framework for continuous monitoring to ensure ongoing alignment with the FRP. ▪ Adapt the Budget Funding Plan as needed based on changing circumstances.	**Sound Monitoring Framework**
Assistance with Monitoring and Implementation of the Financial Recovery Plan	
Key tasks to be performed	**Deliverables**
▪ Dedicated team with representatives from finance, administration, key departments. ▪ Clearly define roles and responsibilities for each team member.	**Strong Financial Recovery Team**

▪ Clearly outline the objectives of the Financial Recovery Plan. ▪ Develop specific, measurable, and time-bound KPIs to track progress	**Defined Objectives and Key Performance Indicators (KPIs):**
▪ Ensure the team has a thorough understanding of the Municipal Financial Recovery Plan. ▪ Review the strategies, goals, and timelines outlined in the plan.	**Detailed Financial Recovery Plan**
▪ Structured framework for monitoring and implementing the Financial Recovery Plan. ▪ Define the frequency of monitoring, reporting mechanisms, and channels of communication.	**Monitoring and Implementation Framework**
▪ Regularly monitor the municipal budget against the Financial Recovery Plan. ▪ Identify and address any budgetary variances promptly.	**Budget Monitoring**
▪ Implement and monitor revenue enhancement strategies outlined in the plan. ▪ Evaluate the effectiveness of measures to increase revenue streams.	**Revenue Enhancement Strategies**
▪ Implement cost-cutting measures as specified in the Financial Recovery Plan. ▪ Monitor the impact on operational efficiency and financial sustainability.	**Cost-Cutting Measures**
▪ Implement robust cash flow management practices. ▪ Monitor cash flow regularly and take corrective actions if needed	**Cash Flow Management**
▪ Monitor and manage outstanding debts as outlined in the plan. ▪ Explore options for debt restructuring if necessary.	**Adequate Debt Management**
▪ Implement strategies for effective asset management. ▪ Assess the utilization and maintenance of municipal assets.	**Asset Management**
▪ Conduct regular risk assessments related to the financial recovery efforts. ▪ Identify emerging risks and develop mitigation strategies.	**Managed Risk**
▪ Develop a comprehensive communication plan for stakeholders. ▪ Keep internal and external stakeholders informed about progress and challenges.	**Communication Plan**
▪ Provide training to municipal staff involved in the implementation of the plan. ▪ Ensure that employees have the necessary skills to carry out their responsibilities.	**Staff Training and Capacity Building**

▪ Ensure that all financial recovery efforts comply with relevant laws and regulations. ▪ Stay informed about changes in legislation that may impact the plan.	**Legal and Regulatory Compliance**
▪ Conduct periodic performance reviews for individuals and teams involved in the implementation. ▪ Recognize and reward achievements and address any performance issues.	**Performance Reviews**
▪ Maintain detailed documentation of all activities related to the Financial Recovery Plan. ▪ Document decisions, actions taken, and outcomes.	**Portfolio of Evidence (POE)**
▪ Generate regular monitoring reports summarizing the progress against KPIs. ▪ Include insights, challenges, and recommendations for improvement.	**Monitoring Reports**
▪ Schedule regular review meetings with key stakeholders to discuss progress and address challenges. ▪ Use these meetings as opportunities to strategize and plan next steps.	**Review Meetings**
▪ Periodically review the Financial Recovery Plan and adapt it based on changing circumstances. ▪ Seek approval from the municipal council for any significant plan modifications.	**Adapted Plan**
Undertaking a Debtor Data Cleansing exercise to assess which debtors are no longer valid and to also assess whether indigents included are valid and to prepare a report for approval of Council for the updating or cleansing of the data.	
Key tasks to be performed	**Deliverables**
▪ Assemble a cross-functional team including representatives from finance, data management, legal, and relevant municipal departments. ▪ Ensure the team is well-versed in municipal policies and regulations.	**Adequate Data Cleansing Team**
▪ Clearly outline the objectives of the debtor data cleansing exercise. ▪ Define the scope by specifying the criteria for identifying invalid debtors and assessing the validity of indigents included.	**Defined Objectives and Scope**
▪ Familiarize the team with existing debtor management policies and regulations. ▪ Ensure that the data cleansing process complies with legal and regulatory requirements.	**Reviewed Municipal Policies and Regulations**

▪ Gather comprehensive debtor data, including outstanding amounts, contact information, and indigent status. ▪ Collect data from various sources within the municipality, such as billing systems, records, and indigent support programs.	**Adequate Data Collection**
▪ Establish criteria for identifying debtors that are no longer valid. This may include cases where the debtor is deceased, has moved away, or the debt is legally unenforceable.	**Criteria for Invalid Debtors**
▪ Evaluate the validity of indigent status for individuals included in the debtor data. ▪ Verify income and asset information to determine eligibility for indigent support.	**Valid indigent Status**
▪ Utilize data cleansing tools and methodologies to identify and rectify inaccuracies. ▪ Remove duplicate entries and correct any errors in debtor records.	**Valid Data**
▪ Document the entire data cleansing process, including the criteria used, actions taken, and outcomes. ▪ Maintain an audit trail to ensure transparency and accountability.	**Reports**
▪ Prepare a detailed report summarizing the findings of the data cleansing exercise. ▪ Include information on the number of invalid debtors identified, validation of indigent status, and any other relevant details.	**Data Cleansing Report:**
▪ Provide clear and actionable recommendations for updating or cleansing the debtor data. - Specify the actions that need to be taken, such as writing off uncollectible debts or updating debtor records.	**Recommendations**
▪ Ensure that the data cleansing process complies with municipal laws, policies, and relevant regulations. ▪ Highlight any legal considerations in the report.	**Legal and Regulatory Compliance**

Hands on support and capacity building to the BTO staff around reconciliations and to review the reconciliations performed by the BTO staff after the capacity building. **Capacity Building of incumbent BTO staff so they may prepare and review reconciliations accurately and completely.**	
Key tasks to be performed	**Deliverables**
▪ Assessing the current skill levels and understanding of reconciliation processes among BTO (Budget and Treasury Office) staff. We then identify specific areas of improvement and the type of support needed.	**Skills gap assessment.**
▪ Training plan that addresses identified needs. The training plan will include both theoretical and practical components in the plan.	**Training Plan**
▪ Conduct interactive training sessions that include real-world examples. ▪ Use case studies and practical exercises to simulate reconciliation scenarios. ▪ Provide step-by-step guidance on reconciliation procedures.	**Hands-on Training Sessions**
▪ Use actual financial data from the organization for training purposes. ▪ Apply the principles of reconciliation to real-world situations.	**On the Job Training**
▪ Develop and distribute training materials such as manuals, guides, and checklists. ▪ Ensure that materials are easily accessible for future reference.	**Training Materials**
▪ Create an open and supportive environment for questions and discussions. ▪ Address any concerns or uncertainties raised by staff during the training sessions.	**Training session**
▪ Offer one-on-one or small group support sessions. ▪ Work directly with staff members to review specific reconciliation tasks. ▪ Provide guidance and feedback on their performance.	**Hands-on Support**

▪ Conduct on the job reconciliation exercises using Victor Khanye Municipality outstanding reconciliations to reinforce learning. o Check for the completeness and accuracy of supporting documentation. o Ensure that all relevant information, such as invoices and receipts, is appropriately attached. o Compare reconciliation statements with financial records. o Confirm that all transactions are accurately reflected and that any differences are appropriately explained. o Verify that reconciliations adhere to established policies, procedures, and regulatory requirements. o Confirm compliance with industry standards and best practices. o Evaluate the timeliness of reconciliation completion. o Delays could impact the overall financial reporting process. o Clearly communicate the findings to the BTO staff. o Provide constructive feedback on both areas of strength and areas needing improvement.	**Reviewed reconciliations performed by the BTO staff:**
▪ Schedule regular review sessions to assess staff progress. ▪ Provide constructive feedback on reconciliation work performed by staff. ▪ Identify areas for improvement and additional support.	**Review and Feedback Sessions**
▪ Identify National Treasury, Provincial Treasury and COGTA training opportunities that will keep staff updated on best practices and changes in regulations. ▪ Encourage participation in relevant workshops, webinars, or industry conferences.	**Learning Opportunities**
▪ Review documentation for SOPs for reconciliation processes. ▪ Ensure that staff have easy access to these documents for reference.	**Reviewed Standard Operating Procedures (SOPs):**

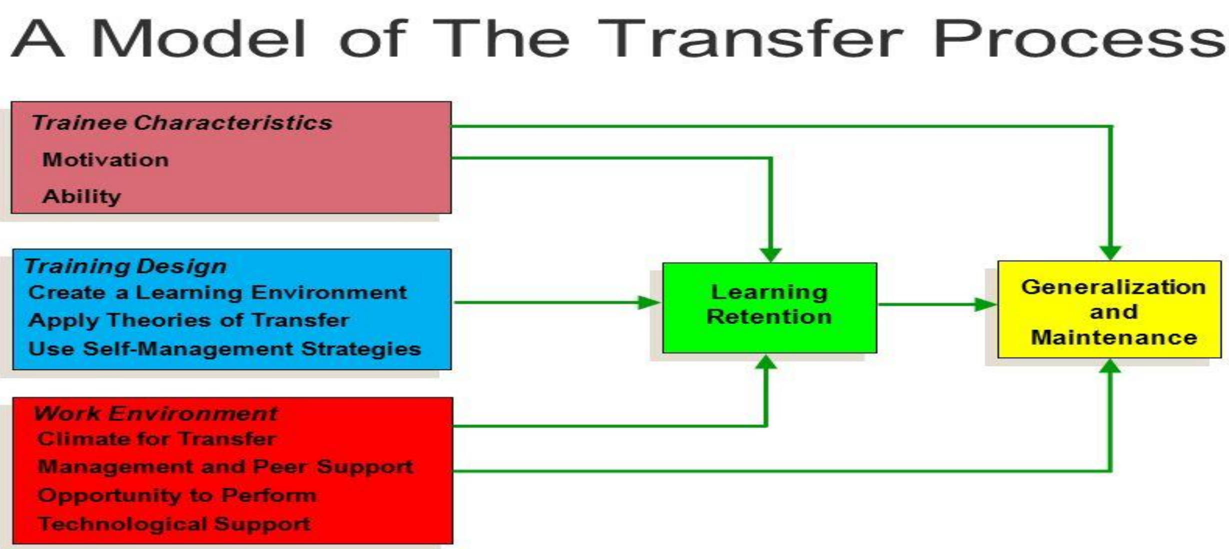
4. SKILLS TRANSFER

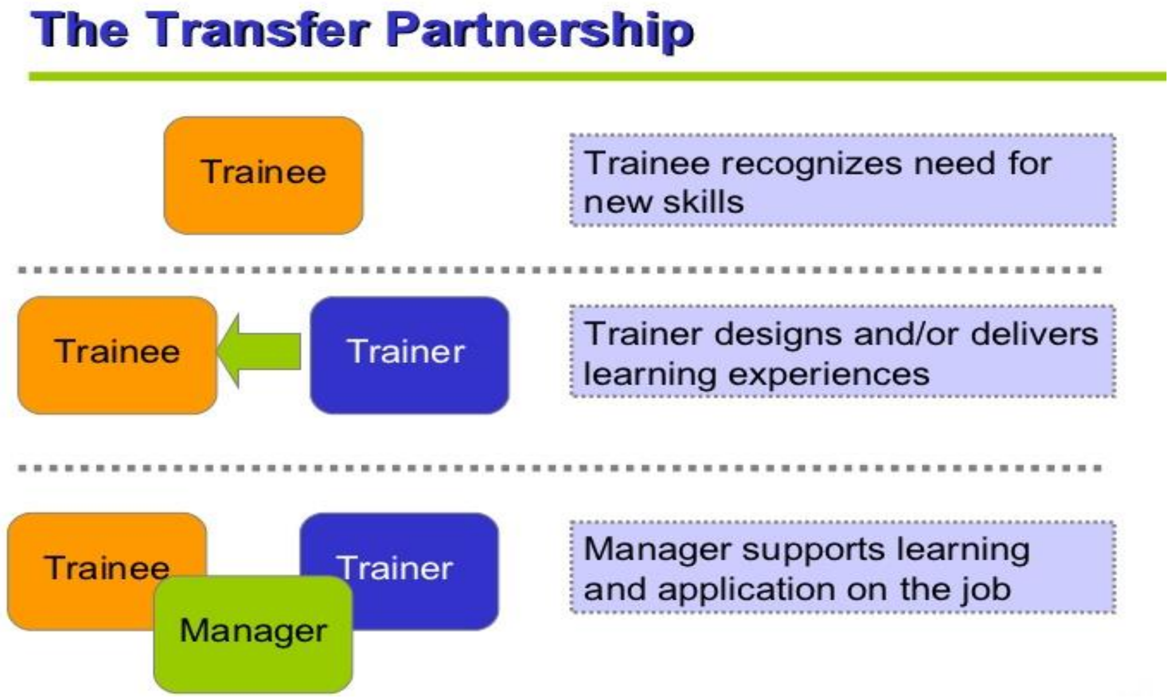
Our proposed plan recognises the need to transfer skills to municipal staff in order for them to be able to carry out these duties in the near future without assistance of consultants. In trying to achieve this objective delegated municipal employee will be involved in executing the actual work being led and directed by our experienced consultants.

Our tried and tested proposed plan of action will enable every employee within the municipality to be equipped with right skills and understanding.

A close out report and form on what each employee would have learnt will be compiled and signed on completion.

We believe that for the skills transfer process to effectively take place the following should be in place and can be outlined as per below




The Transfer Partnership
Trainee
Trainee recognizes need for new skills
Trainee
Trainer
Trainer designs and/or delivers learning experiences
Trainee
Trainer
Manager
Manager supports learning and application on the job

5. OUR FEES

The following is our quotation to achieve the scope of work stated in your terms of reference. We are expecting that the timeframe of the project shall be from November 2024 to March 2026.

Costs per Resource

Resource	Role	Proposed Resource	Qualification	Exp (Yrs)	Rate (Exc VAT)	Allocated Hours	Estimated Days	Total cost including VAT
1	Professional	Emmanuel Nyapokoto	Chartered Accountant (SA)	15 years	R500,00	900	113	R450 000,00
2	Semi Professional	Rendani Maphwe	B. Comm Honours Accounting degree	6 years	R430,00	1700	213	R731 000,00
Total						**2600**	**325**	**R1 181 000,00**
VAT@15%								*R177 150,00*
Total								**R1 358 150,00**

PLEASE NOTE THAT S AND G BUSINESS CONSULTING WILL BEAR ALL DISBURSEMENT COSTS INTERNALLY AND WILL NOT PASS ANY SUCH CHARGES ON TO SALGA.

PROJECT MANAGER / PROJECT DIRECTOR CV

NAME: EMMANUEL CHAKANYUKA NYAPOKOTO (CA) SA

FIRST NAME AND SURNAME: EMMANUEL CHAKANYUKA NYAPOKOTO
POSITION: PROJECT TEAM LEADER

1.1 PERSONAL DETAILS

PERSONAL INFORMATION	**SURNAME** **FIRST NAME**	Nyapokoto Emmanuel Chakanyuka
	IDENTITY NUMBER	7901018865180
	DATE OF BIRTH	10 January 1979
	GENDER	Male

1.2 QUALIFICATION(S)

QUALIFICATION	**Chartered Accountant (South Africa)**
NAME OF INSTITUTION	South African Institute of Chartered Accountants (SAICA)
DATE ACQUIRED	2009 - 2012
QUALIFICATION	**Accounting Professional Training Auditing Specialism Post Grad Diploma**
NAME OF INSTITUTION	University of Cape Town
DATE ACQUIRED	2006
QUALIFICATION	**Bachelor of Accounting Science (Hons)**
NAME OF INSTITUTION	University of South Africa (UNISA)
DATE ACQUIRED	2003-2004

1.3 PROFESSIONAL DESIGNATION

PROFESIONAL BODY	South African Institute of Chartered Accountants (SAICA)
DETAIL OF MEMBERSHIP	Chartered Accountant (South Africa)
MEMBERSHIP NUMBER	20026863
DATE ACQUIRED	31 December 2012

1.4 SUMMARY OF YEARS OF EXPERIENCE IN MUNICIPAL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT, FINANCIAL RECOVERY PLANS AND FINANCIAL MANAGEMENT COMPONENTS

Nature of Experience	**Role**	**Municipalities Covered**	**Years of Experience**
Revenue management and Enhancement Support. Financial Recovery Planning and Financial Management	Projects Manager	• Dr JS Moloka Local Municipality • Thulamela Local Municipality • Madibeng Local Municipality • Greater Tubatse Local Municipality • Moretele Local Municipality • Dr Ruth S Mompati Local Municipality (FRP) • Blue Crane Route Municipality • Modimolle Local Municipality • Kagisano-Molopo Local Municipality • Vhembe District Municipality • Bela Bela Local Municipality • Makhado Local Municipality • Naledi Local Municipality	14Yrs
Revenue management and Enhancement Support. Financial Management and Interventions	Projects Manager	• Bela Bela Local Municipality • Makhado Local Municipality • Naledi Local Municipality • Inxuba Yethemba Local Municipality • Lekwa-Teemane Local Municipality	11Yrs

		• Ba-Phalaborwa Local Municipality • West Rand District Municipality • Mamusa Local Municipality (• Greater Tubatse Municipality	
Financial Management . Revenue management and Enhancement Support.	Projects Manager	• Fezile Dabi District Municipality • Madibeng Local Municipality, • Masilonyana Local Municipality • Emalahleni Local Municipality • Tokologo Local Municipality • Tswelopele Local Municipality • Dr JS Moloka Local Municipality • Thulamela Local Municipality • Moretele Local Municipality • Dr Ruth S Mompati Local Municipality (FRP) • Blue Crane Route Municipality • Modimolle Local Municipality • Ba-Phalaborwa Local Municipality • West Rand District Municipality • Greater Tubatse Local Municipality • Department of Water Affairs • Dr JS Moloka Local Municipality • Modimolle Local Municipality • Bela Bela Local Municipality	17Yrs

1.5 EMPLOYMENT HISTORY ON REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT, FINANCIAL RECOVERY PLANS AND FINANCIAL MANAGEMENT COMPONENTS

Role/ Responsibility	**Municipality**	**Start date (MM/YY)**	**End date (MM/YY)**	**Total period (e.g. 3Y_6M)**
Project Manager TMDG Consulting (Pty) Ltd	Seconded to Sand G as Project Manager for: • Dr Ruth S Mompati Local Municipality (FRP) with National Treasury	01/23	To date (Contract expiring: 04/23)	4 Months
	Seconded to Engnet Sol as Project Manager for the following municipalities: • Greater Tubatse Municipality- Revenue Enhancement and Asset Manangment • Fetakgomo Tubatse Local Municipality- Financial Aspects on Merger of Greater Tubatse and Fetakgomo Local Municiplaites; Revenue management and Enhancement Support. Financial Management and Interventions • Madibeng Local Municiplaity- Revenue management and Enhancement Support. Financial Management and Interventions • Inxuba Yethemba Local Municipality • Dr AB Xuma Local Municipality- Asset Managment • Naledi Local Municipality- Revenue management and Enhancement Support. Financial Management and Interventions • Mamusa Local Municipality- Revenue management and Enhancement Support. Financial Management and Interventions • Lekwa Teemane Local Municipality • Kagisano Molopolo Local Municipality- Revenue management and Enhancement Support. Financial Management and Interventions	06/14	12/22	7Y_6M

	• Makhado Local Municipality- Revenue management and Enhancement Support. Financial Management and Interventions			
Project Manager- Rebahale Chartered Accountants	Municipalities Covered • Mangaung Municipality- Investigations and reporting of UIF&W expenditure • Dr JS Moloka Local Municipality (Revenue management and Enhancement Support. Financial Recovery Planning and Financial Management)	05/13	06/14	1Y
Senior Audit Manager Ngubane & Co	Municipalities Covered • Modimolle Local Municipality (COGTA FRP) • Bela Bela Local Municipality (COGTA FRP) • Makhado Local Municipality (COGTA FRP) • Ba-Phalaborwa Local Municipality (COGTA FRP) • West Rand District Municipality- External Audit	05/09	04/13	4Y
Associate Director	Kwinana and Associates Seconded to Department of Water Affairs under Financial Management- Assets	05/08	04/09	1Y
Audit Manager	BDO Spencer Steward	07/03	04/07	3Y_9M

1.6 EMPLOYMENT HISTORY

DATE FROM TO **12/2022 to date**	**NAME OF EMPLOYER**	**National Treasury MFRS Consultant**
	POSITION	Project Manager
	EMPLOYER REFERENCE AND CONTACT	SnG Consultants +27 (0) 84 808 3477

	MAIN RESPONSIBILITIES	Municipalities: Dr Ruth S Mompati District Municipality
		
		Compiled a draft FRP Report by following the approach below:
		• Consider the information and outputs (identified financial problems, root causes of, and potential solutions for the financial problems) of the status quo assessment reports as input to compile the FRP Report in line with the format guided by the MFMA and MFRS FRP Framework.
		• State the principal strategic objectives of the plan, and ways and means for achieving those objectives.
		• Set out specific strategies for addressing the municipality's financial problems, including a strategy for reducing unnecessary expenditure and increasing the collection of revenue as may be necessary.
		• The FRP Report must cover the following information:
		  o Executive Summary
		  o Background information
		  o Socio-Economic analysis of the municipality
		  o Legislative context
		  o FRP Approach
		  o Monitoring and Implementation arrangements

		○ Risks associated with FRP implementation ○ FRP Communication Plan ○ Overview of status quo assessment findings, root causes and proposed strategies ○ Summary of anticipated turnaround timelines in accordance with financial forecast modelling, set budget parameters and financial targets for revenue and expenditure ○ FRP Reporting Framework ○ Conclusion 2.2 Prepare the draft FRP Implementation Plan in line with the content criteria set out in section 142 of MFMA. The following information must be included in a dashboard format: • Provide for the 3 phases of financial recovery in terms of the MFRS FRP Framework • Classification of intervention activities under the 4 municipal sustainability pillars • Baseline Problem Statements per focus area. • Principle Strategic Objectives. • Specific strategies to address the municipalities financial problems, including strategies for reducing expenditure and increasing the collection of revenue. • Identify the human and financial resources needed to assist in resolving financial problems and where those resources are proposed to come from. • Describe the anticipated timeframe for financial recovery and milestones to be achieved. • Identify what actions are necessary for the implementation of the plan distinguishing between actions to be taken by the municipality and actions to be taken by other parties. • Key intervention activities per focus area. • Provide for the possible liquidation of specific assets excluding those needed for the provision of the minimum level of basic municipal services. • Provide for possible debt restructuring or debt relief. • Provide for special measures to prevent unauthorized, irregular, and fruitless and wasteful expenditure and other losses that have be identified through diagnostic analysis. • Identify any actual and potential revenue sources. • Consider any financial recovery plan that has previously been prepared for the municipality and include activities not completed. • Identify key performance indicators for each focus area. • Include the Portfolio of Evidence requirements for claimed achievements for each focus area. • Apply financial modeling techniques to quantify the anticipated FRP financial impact based on assumptions for improved operational efficiencies through FRP implementation, and: • Set spending limits and revenue targets. ○ Provide budget parameters which bind the municipality for a specific period or until stated conditions have been met. ○ Identify specific revenue-raising measures that are necessary for financial recovery including the rate at which any municipal tax and tariffs must be set to achieve financial recovery. ○ Propose appropriate changes to the municipal budget. 2.3 Set up pillar workstream meetings and an FRP workshop with the municipal officials and stakeholders in close cooperation with NT MFRS to facilitate input on the draft FRP documents. 2.4 Update and finalise the Draft FRP Report and Implementation Plan. 2.5 Prepare FRP presentations and support meetings with the relevant stakeholders (include the intervention background, MFRS FRP approach, key challenges, findings, and solutions (per sustainability pillar), financial targets and key success factors in stakeholder presentations). 2.6 In close cooperation with NT MFRS, support consultations with the relevant municipality, suppliers, and major creditors, the MECs for Finance and Local Government and organised labour on the draft FRP.

		2.7 Provide input on MS PowerPoint presentations to communicate FRP preparation progress, on request by the MFRS advisors. 2.8 Oversee the process to publish the plan in a local newspaper and NT/ Municipal websites, at least 14 days before the finalisation of the FRP, to invite the local community to submit written comments in respect of the plan. 2.9 Consider all stakeholder/ public comments received in the finalisation of the FRP. 2.10 Assist the NT MFRS with the submissions required to obtain approval from the MEC for Finance for approval of the mandatory FRP in terms of S143 of the MFMA. 2.11 Maintain and keep a record of all source information and a portfolio of evidence for all statutory processes, including but not limited to attendance registers, advertisement for public participation, inputs received from stakeholders and interested parties, minutes of consultative meetings and source documents for status quo assessment. 2.12 Ensure compliance with all applicable statutory prescripts in executing contractual obligations.
DATE FROM TO **05/2013 to 12/2022**	**NAME OF EMPLOYER**	TMDG CONSULTING (PTY) LTD
	POSITION	Project Manager
	EMPLOYER REFERENCE AND CONTACT	Cambridge Office Park, 5 Bauhinia St, Highveld Techno Park, Centurion, South Africa +27 (0) 62 611 7422
	MAIN RESPONSIBILITIES	**Listed below are some of the municipalities that I worked on;** • Dr JS Moloka Local Municipality, • Thulamela Local Municipality • Madibeng Local Municipality, • Greater Tubatse Local Municipality • Moretele Local Municipality • Dr Ruth S Mompati Local Municipality • Blue Crane Route Municipality • Modimolle Local Municipality • Kagisano-Molopo Local Municipality • Vhembe District Municipality • Bela Bela Local Municipality • Makhado Local Municipality • Naledi Local Municipality • Inxuba Yethemba Local Municipality • Lekwa-Teemane Local Municipality • Ba-Phalaborwa Local Municipality • West Rand District Municipality • Mamusa Local Municipality • Musina Local Municipality • Fezile Dabi District Municipality • Masilonyana Local Municipality • Emalahleni Local Municipality • Tokologo Local Municipality • Tswelopele Local Municipality **FINANCIAL RECOVERY PLANNING:** **SUPPORT PLAN** **Support plan and capacity building** • Participated in the development of Municipal Support Plans (MSP) • Facilitated approval of the Support Plan and assisted in creating awareness and implementation thereof.

		• Facilitated workshops on capacity building of municipal staff on focus areas of support related financial management reforms.
		• Conducted reviews on the progress and drafted progress reports for presentation in management meetings.
		
		Institutional Support
		
		• Review the organisational structure in line with the Municipal Staff regulations and the municipality's IDP strategic objectives of the newly elected council.
		• Review and evaluate all job descriptions in the organisational structure and cost it to determine the resource allocation.
		• Development and approval of the placement policy, process be undertaken to place employees appropriately for full utilization.
		• Regular updates and maintenance of disciplinary case management register.
		• Conduct verification of qualification for all staff below S56 and S57 employees.
		• Ringfence the mandatory grants for training and development.
		• Provide training for the members of the disciplinary board.
		• Conduct quarterly assessment for senior managers and submit reports to council.
		• Enforce consequence management for poor performance.
		• Develop and implement consequence management policy.
		• Review, approve and implement all other HR related policies.
		• Development of procedure manuals to give guidance to management when implementing approved policies.
		• Develop/Review and approve the following policies:
		    • Overtime,
		    • Travelling & Subsistence allowance,
		    • Acting, Stand-by and shift in line with the Basic Conditions of Employment Act,
		    • Divisional Collective Agreement, and other related applicable legislation
		• Introduce a shift system to curb overtime expenditure.
		• Implement process flow (SOP's) in approving overtime.
		• Assess overtime payment at least for a 12-month period.
		• Prepare an overtime forecast at the beginning of each month.
		• Perform regular audit of the overtime on each department.
		• Implement consequence management for employees who intentionally disregard the policy.
		• Review and or develop a Records Management Policy and File Plan.
		
		<u>SUPPLY CHAIN MANAGEMENT</u>
		
		SCM policies and SOPs
		
		• Reviewing and performing walkthrough of the procurement system from demand management, requisition to generation of orders
		• Review compliance of the Bid Committees with the SCM Policies and Municipal Regulations
		• Reviewed the policies and SOPs to ensure that goods, services, and works are procured in a manner that is fair, equitable, transparent, competitive, and transparent.
		• Agreeing the procurement system and plans to the budget and IDP
		• Reviewed compliance with the policy on advertisements of bids and published notices of all awarded bids, cancellations, and deviations, variations and extensions of existing contracts.
		• Reviewed the contract performance management system of the municipalities.
		• Verified the extent of use of e-tender publication portal.
		
		Contract management
		• Compilation, management and maintenance of a supplier database.
		• Overseeing the maintenance of registers to support the supply chain management process
		• Execution of the bid/quotation process that includes;
		    • compilation of bid/quotation documentation and advertisements,
		    • opening and processing bids/quotations,
		    • evaluation of bids/quotations,
		    • compilation of recommendations,
		    • adjudication of bids/quotations
		    • conclusion of contracts
		
		• Management and administration of contracts by
		    • compilation, adjustments, variations, amendments,
		    • cancellations and transfers
		    • remedial actions

		• Verified procurement source documents before capturing, authorisation and placing of the order • Allocation of commodities' identification numbers, determine stock levels, and maintenance of stock records • Planned, coordinated and facilitated stock-takes. • Implementation of preferential procurement goals • Overseeing, coordinating and advising on the process of drafting specification/terms of reference and special conditions of contract. • Assisted in compiling Procurement Plans in line with preferential procurement goals, strategic plans and budgets, taking cognisance of needs assessment, availability of funds, industry analysis **SCM Compliance** • Review compliance of the Bid Committees with the SCM Policies and Municipal Regulations • Monitoring, evaluating and reporting on level of compliance to the supply chain management policy and procedures • Developing and managing the implementation of a procurement plan and strategy for the Municipality • Ensuring that procurement procedures are followed without compromise and favouritism • Assisted in setting up a dedicated and functional supply chain management unit • Adequate delegation of SCM powers and duties • Adequate segregation of duties • Alignment of Procurement Plan to IDP, Budget and SDBIP • Design of Procurement Plan • Register of all bids received and its publication on the municipal website for public inspection • Internal controls to ensure that all bids received are submitted for evaluation • Handling of Minutes of all Bid Committee meetings • SCM risk management strategy of the municipalities **Value for money procurement** Assisted municipalities by: • Conducting needs assessment in line with the budget and strategic plan • Ensuring that all tenders are publicly advertised with accurate specifications outlined and ample time given to suppliers to respond: • Establishing a transparent, equitable and competitive procurement system that is fair to very potential supplier • Ensuring that evaluation of bids is done with internal people/staff that has varsity knowledge on the specifications of the products when procuring • Ensuring that terms and conditions between the municipality and the supplier are documented, signed as evidence of agreement and monitoring of performance is implemented thereof. **<u>ASSET MANAGEMENT</u>** **Asset management policies and SOPs** • Ensured all Assets management policies and operating procedures are adequate, approved and regularly reviewed • Prepare a procedure manual to assist municipalities in executing asset management • Reviewed organogram effectiveness and applicability. • Ensured that job descriptions are in place and are reviewed for completeness. • Advised on the adoption of an Asset Management software • Assisted in the implementation of Asset Management software • Conduct workshops to ensure skills transfer to the identified key staff of the municipalities. • Involved staff members on the field work and interim reporting • Provided the seminars/workshop for the municipalities staff members every second week • Assessed whether council adopted a set of general delegations and delegations in terms of section79 of the MFMA. **Asset accounting** • Reviewed the fixed asset register and corrected noted anomalies so as to comply with GRAP 17 (Property, Plant and Equipment) i.e. Asset Management Exercise, excluding Infrastructure Assets. This entailed the following:

		• Performed verification and condition assessment of the infrastructure, immovable (excluding investment properties) heritage and street furniture assets and valuation where applicable.
		• Reviewed the process followed annually for physical verification of Fixed Assets.
		• Physically identified and record all assets as well as the corresponding asset number to make each asset identifiable; tag / barcode the assets during the verification for movable assets.
		• provided a detailed report on all assets not verified, including reasons for this .
		• Categorised all assets by asset class and assign depreciation rates;
		• Identify and classify all assets to an asset type with an identifiable description;
		Linked each asset to its location, Authority, asset class and asset type,
		Assigned values to each individual asset under each category based on historical cost, book value or estimated replacement value, as the case may be;
		• Matched assets taken onto the system to your existing asset register;
		• Balanced the financial values to your general ledger, based on the detailed asset register.
		• Componentization and measurement for all additions in terms of infrastructure and immovable assets (excluding investment properties) constructed or acquired during the year in terms of GRAP.
		• Reviewed processes followed to componentise and measurements of new additions
		• Aligned the componentisation with GRAP requirements.
		• Reviewed the nature of items added into the infrastructure immovable assets accounts
		• Measurement of the street furniture assets.
		• Reviewed cost of street furniture assets and associated depreciation
		• Reviewed the useful life of the assets
		• Reviewed of the repairs and maintenance account to ensure that none of the items expensed are capital in nature
		• A high-level analytical review of the depreciation charge and variances followed up.
		• Impairment testing for infrastructure, immovable assets (excluding investment properties) and street furniture assets.
		• Review the impairment testing process for immovable assets, immovable and street furniture assets
		• Assess the physical condition for of the assets against the carrying value to identify any need for impairment
		• Provide a report on the damaged assets and recommend impairment
		• Verification of assets held-for-sale.
		• Reviewed the process followed by the municipality to classify the assets as held-for-sale
		• Conducted the physical asset count for all the held-for-sale
		• Reviewed the held-for-sale register and confirm that all assets are not in use by the municipality
		• Confirmed that assets classified as held-for-sale have not been depreciated and are accounted for at fair value
		• Reviewed assets physical condition in order to identify any potential for impairment
		• Ensuring that municipalities complies with both the MFMA and related guidelines and/or circulars
		• Onsite staff training and skills transfer
		• Preparation of GRAP Compliant set of AFS
		• Clearing of prior year queries
		• Identification and recognition of new transaction
		• Reviewed the fixed asset register and corrected noted anomalies so as to comply with GRAP 17 (Property, Plant and Equipment) i.e. Asset Management Exercise, excluding Infrastructure Assets. This entailed the following:
		  • Detailing information that needs to be included in the asset register;
		  • Ensuring that the information captured in the Asset Register is accurate;
		  • Ensuring that all the assets are captured in Asset Register;
		  • Reconciling Fixed Asset Amounts in the Asset Register to the General Ledger;
		  • Gathering and capturing the source of funding for all assets captured in the Asset Register.
		  • Ensuring that all assets in the asset register physically exist.
		• Unbundled reserves;
		• Assisted municipalities in synchronising the Generic GRAP Implementation Plan with their specific requirements. This entailed setting achievable targets and dates, responsible officials and estimated compliance time.
		• Ensuring that municipalities takes the plans to Council for approval;
		• Assisted in setting up and attending GRAP Steering Committee Meetings;
		• Assisted in the municipality in the Technical Review of the acquisition of the new accounting system.
		• Assisting in the new accounting system implementation exercise
		
		Internal controls

		• Assisted municipalities in synchronising the Generic GRAP Implementation Plan with their specific requirements. This entailed setting achievable targets and dates, responsible officials and estimated compliance time.
		• Ensuring that municipalities takes the plans to Council for approval;
		• Assisted in setting up and attending GRAP Steering Committee Meetings;
		• Assisted in the municipality in the Technical Review of the acquisition of the new accounting system;
		• Assisting in the new accounting system implementation exercise, which is currently underway.
		• Drafted the Project Risk Management Charter for the implementation of the new accounting system.
		
		ACCOUNTING AND AUDIT SUPPORT
		
		GRAP Implementation, and AFS preparation
		
		Ensured that the following registers were updated and in balances with general ledger:
		• Assets register
		• Loans register
		• Investments register
		• Funds register
		• Land sale register
		• Sundry debtors register
		• Surplus/Shortages register
		• Assessed whether council adopted a set of general delegations and delegations in terms of section79 of the MFMA.
		• Ensured all financial policies are reviewed
		• Reviewed organogram effectiveness and applicability.
		• Ensured that job descriptions are in place and are reviewed for completeness.
		
		• Has vast experience in analyzing and reporting for compliance of the following reporting standards:
		  • GRAP/GAAP
		  • GRAP / IMFO / MFMA
		
		Internal audit & Audit Committees
		
		Stated below are some of the duties I performed when I was a consultant to some municipalities audited on Audit and Review engagement.
		
		• Planning execution of audit and review engagements which entails
		• Planning of the audit
		• Determining the appropriate audit strategy,
		• Determining the appropriate materiality figure,
		• Risk assessment,
		• Performing audit procedures necessary to obtain sufficient and appropriate audit evidence, Preparation of draft audit report,
		• Preparation of management letter indicating all identified weaknesses on internal controls as well as recommendations thereto
		• Supervising and reviewing work of junior staff members as well as providing on the job coaching for junior team members.
		• Presentation of audit reports to process owners and management
		• Attending audit committees to present audit reports
		
		The following duties were done in preparation for audit within the municipalities
		
		• Determined whether internal audit unit as required by section 165 of the MFMA was functioning.
		• Determined whether audit committee were established and if not assist municipal manager with the establishment of audit committee and performance audit committee.
		• Ensured that a risk-based audit plan and an internal audit program for the financial year be compiled.
		• Reconciliation of the FAR and the general ledger.
		• Analysis for assets General ledger accounts
		• Reviewed the list of assets on asset register as well as their costs
		• Re-performed sample calculation for depreciation and test the posting to the relevant asset general ledger account
		• Reviewed valuation schedule against the asset register and general ledger

		• Reviewed the general ledger for write-offs, impairment and revaluations • Reviewed of Asset disposal/Scrapping in terms of the MFMA, Treasury regulations and GRAP requirements. • Reviewed of the profit or loss on disposal account and a report on scrap sales to ensure the receipts are accurately recorded for accounting purposes • Assist the municipality with the updating of the disclosure notes and appendixes of the annual financial statements. • Reviewed and analyse disclosures of Fixed Assets in the annual financial statements to establish compliance with GRAP. • Provided guidance on the disclosure requirements for each asset type assets in terms of GRAP • Reviewed prior year's Auditor General's report to address issues raised • Data cleansing and standardisation of the existing infrastructure and immovable asset register. • Checked the integrity of the infrastructure and immovable asset register • Assisted in the correction and updating of the said asset register in accordance with GRAP • Advised on the adoption of an Asset Management software • Assisted in the implementation of Asset Management software **Audit Action Plans** • Involved with planning and audit preparedness at municipalities • Aided with guidance to municipalities in developing, implementing and tracking of progress on execution management action plans on findings raised by the auditors • Assisted municipalities in compilation and review of adequacy of documents and information requested by Auditors • Provided the seminars/workshop for the municipalities staff members for capacity building relating to audit support **UIF&W and Consequence Management** • Participated in the formulation of the Unauthorised, Irregular expenditure, Fruitless and wasteful expenditure policy • Assisted in encouraging executives to attend MPAC so that the executive is aware that they are held accountable on the spending of the Municipal budget as outlined in the approved Independent Development Plan (IDP). • Assisted in participation, interrogate and providing inputs on the Annual Report together with the findings by the Office of the Auditor General (AG). • Assisted with implementation of recommendations and providing regular reports back to NT on progress on the implementation of recommendations or lack thereof. • Assisted the committee members with the writing of reports, formulation of the questions, the drafting and tracking of resolutions, the interpretation of the policies and the general administration. • Assisted to raise the relevant questions that can enhance oversight and accountability. • Ensured compliance of the policy to Municipal Finance Management Act • Facilitated workshops for staff capacitation on how to avoid existence of UIF & W and procedure for the treatment of fruitless and wasteful expenditure (consequence management) • Regularly review expenditure to check for possible existence of any unauthorised, irregular expenditure or any fruitless and wasteful expenditure. **<u>BUDGET AND REVENUE MANAGEMENT</u>** **Budgeting** • Assisted with the review of the budget process within the municipalities that included" • Budget formulation • Public participation process • Approval of the budget • Publication of the budget • Service Delivery and Budget Implementation Plan (SDBIP) • Monitoring • Assisted Municipalities to adhere to legal prescripts e.g Municipal Budget and Reporting Regulations (MBRR) and Municipal Finance Management Act provisions • Conducted a review of the 2015 Annual Financial Statements of Dr JS Moroka Local Municipality with the related audit query support; • Financial recovery plans, tariff setting, baseline assessments and the development of the related action plans

		• Calculation of cost reflective tariff structures using the COGTA model covering:
		• Data identification, gathering and analysis. Data such as:
		• Budgeted expenditure,
		• Budgeted revenue from non-tariff sources,
		• Property rates,
		• Total operating transfers expected to be received by municipality
		• Other income such as Rental of facilities and equipment, Interest received and profit on disposal
		• Proposed customer demand information for each category of services
		• Defined the categories of customers for whom tariffs were to be set.
		• Model population
		• Testing different structures' scenarios
		• Identifying revenue sources
		• Cost determination and apportionment.
		• Strategic decisions for each consumer group based on financial and affordability
		• Determining institutional arrangements
		
		Revenue management policies and SOPs
		
		• Assisted in ensuring that the municipalities policies and procedures align with Municipal Finance Management Act (MFMA), No 56 of 2003 that aims at ensuring that:
		  • The Municipality has effective revenue collection systems
		  • Revenue is calculated monthly
		  • Accounts are prepared monthly
		  • Money received is promptly deposited
		  • Internal control for debtors and revenue is in place
		  • Interest in charged on arrears
		  • Revenue is reconciled weekly
		  • The Accounting Officer must inform National Treasury of late payments due to the municipality
		
		• Ensure that all revenue management processes are applied uniformly throughout the Municipality.
		• Ensuring that the policy act as guide to all Revenue Management Officials as to what is expected of them from an ethical perspective by:
		• Infusing business processes into internal control which complies with all legislation and statutory requirements.
		• Safeguarding cash resources and optimizing cash flow via effective, efficient and economical use of the Sedibeng District Municipality cash resources;
		• Driving a culture of accountability over Sedibeng District Municipality by skilling staff and stakeholders alike;
		• Ensuring the budgetary process is not compromised;
		• Ensure that staff assigned to revenue management should be appropriately trained and be aware of relevant policies and procedures.
		• Communicate to all staff that any monetary loss as a result of noncompliance with this policy is deemed to be gross negligence and could be cause for disciplinary action.
		
		• Provided technical guidance and support to the municipalities with the implementation of their revenue management policies and the standard operating procedures
		• Conduct workshops to build awareness to staff of the municipalities revenue management policies.
		• Involved staff members on the field work and interim reporting
		• Provided the seminars/workshop for the municipalities staff members every second week
		
		Revenue value chain
		Assisted with the drafting and implementation of action plans that included Data Gathering and linking revenues with the following
		• The Deeds information for property and owner information
		• Spatial component for physical location of property and identifying gaps or possible errors in the Deeds information.
		• Property valuations allow relevant rates and taxes based on property value.
		• Up-to-date billing information assist in maximizing revenue per property by charging all services provided on specific property.
		• Proper reporting on revenue management
		
		• Coordination of activities of Revenue Management Section such as cashiering, customer Services, billing, collection, debt recovery, bad debts, indigent register, Meter Reading and Call Center

DATE FROM TO 05/2009 to 04/2013	**NAME OF EMPLOYER**	NGUBANE & CO (JOHANNESBURG) CHARTERED ACCOUNTANTS
	POSITION	Senior Manager
	EMPLOYER REFERENCE AND CONTACT	Building 1, 583 Old Pretoria Road, Midrand Business Park 011 254 0800
	MAIN RESPONSIBILITIES	**Auditing, Internal controls and accounting** • Has audited and prepared financial statements for a number of Municipalities, Government Entities, the key ones being: ACSA, SABC, Dr JS Moloka Local Municipality, Madibeng Local Municipality, Greater Tubatse Local Municipality and West Rand District Municipality. • Was also involved in the audits of various municipalities and departments under the auspices of the Auditor General-AG. • He has done Pre Issuance Review audits in his capacity as the Senior Audit Manager **SECONDED TO VARIOUS MUNICIPALTIES** **Financial Management Intervention- Deliverables.** • Compiled time schedule with key deadlines for the preparation, tabling and approval of budget and reviewing of integrated development plan. • Ensured that compilation of budget and reviewing of integrated development plan progress according to schedule with key deadlines which is set and as required by legislation. • Reviewed all budget related policies and tariffs if necessary. • Linked budget and integrated development plan. • compilation and tabling draft SDBIP to municipal manager within fourteen days after adoption of budget by council. **Financial reporting.** • Assessed status of financial reporting and identify gaps. • Assessed capacity within municipality to execute this function. • Compiled list of all conditional grants and ensure that reporting to the transferring authority is done within ten working days after month end. • Submitted budget reports in terms of section 71 of MFMA to mayor monthly and Provincial Treasury. Ensured expenditure on staff benefits was reported as required by section 66 of MFMA • Submitted quarterly report on withdrawals from bank account in terms of section 11(1) b to j to council, provincial treasury and the Auditor-General. • Submitted quarterly report to council as required by sections 52(d) • Compiled mid-year assessment report as required by section 72 of MFMA • Assisted municipalities with compilation of annual report as required by section 127 of the MFMA. • Submitted quarterly a report to Council or Mayor on the implementation of Supply Chain Management **Annual Financial Statements** • Assessed readiness to convert to GAMAP/GRAP and capacity of staff and whether skill must be transferred to execute this task. • Assessed progress with implementation plan for GRAP. • Compiled schedule with key deadlines, tasks and responsible person to compile financial statements. Ensured that the following registers were updated and in balances with general ledger: • Assets register • Loans register • Investments register • Funds register • Land sale register

		• Sundry debtors register • RD Cheque and post dated cheque register • Surplus/Shortages register Ensured that the following reconciliations were updated: • Bank reconciliation Consumer debtors • Trade creditors • Stores • Salary suspense • Insurance • Vehicle licence fees control account • Sundry debtors • Sundry creditors Control and manage the compilation of the financial statements. Submit completed financial statements to Auditor-General. Convert to GAMAP/GRAP and submit to Auditor-General. Compile audit file and assist with audit queries. Debtor Management. • Assessed status of debtor management and capacity of staff to execute this function. • Checked whether indigent register and indigent policy are in place and if not rectify. • Ensured that council has adopted credit control policy and bylaws for services rendered. • Ensured correct handling of indigent support and subsidies. • Compiled monthly debtors' reconciliation. • Enforced credit control in line with credit control policy. • Data cleansing and write off of debtors older than three years which council will not be able to collect. Creditors • Assessed status of creditor management and whether staff has capacity to manage this function. • Checked whether supply chain management policy has been adopted by council and committees were operating. • Checked creditor payment procedures to ensure that no payment is done without supporting documentation and authorization • Wrote procedures for the handling of grants and the payment of creditors for the different procurement processes. Salaries • Assessed capacity of staff to execute this function. • Checked for critical vacancies which are vacant for a long time and obtain reasons from MM for not filling these positions. • Checked whether each employee has a job description. • Assessed salary management and check whether internal controls are in place to prevent over or underpayment of employees and councillors. • Checked whether leave register is done manually or computerized as part of the salary system and rectify if not after discussions with CFO and service provider. • Ensured that payment of councillor allowances is in line with latest proclamation on upper limits of public office bearers. **Internal Audit and Audit Committees.** • Determined whether internal audit unit as required by section 165 of the MFMA was functioning. • Determined whether audit committee were established and if not assist municipal manager with the establishment of audit committee and performance audit committee. • Ensured that a risk-based audit plan and an internal audit program for the financial year be compiled. General. Assessed whether council adopted a set of general delegations and delegations in terms of

		section79 of the MFMA. Ensured all financial policies are reviewed • Reviewed organogram effectiveness and applicability. • Ensured that job descriptions are in place and are reviewed for completeness. **ASSET MANAGEMENT** Undertake at GAP analysis in terms of assets management related to all categories of assets. • Reviewed current asset registers. • Reviewed the protocol followed by municipalities to capture and capitalise additions of new assets into the Fixed Asset Register in line with GRAP requirements. • Reviewed of the reconciliation process of Fixed Assets register to the municipalities ion Fixed Asset Control Account and budget. • Reviewed the process followed by management in assessing estimated useful lives of assets. Perform verification and condition assessment of the infrastructure, immovable (excluding investment properties) heritage and street furniture assets and valuation where applicable. • Reviewed the process followed annually for physical verification of Fixed Assets. • Physically identified and record all assets as well as the corresponding asset number to make each asset identifiable; • tag / barcode the assets during the verification for movable assets. • provided a detailed report on all assets not verified, including reasons for this. • Categorised all assets by asset class and assign depreciation rates; • Identify and classify all assets to an asset type with an identifiable description; • Linked each asset to its location, Authority, asset class and asset type, • Assigned values to each individual asset under each category based on historical cost, book value or estimated replacement value, as the case may be; • Matched assets taken onto the system to your existing asset register; • Balanced the financial values to your general ledger, based on the detailed asset register. Componentization and measurement for all additions in terms of infrastructure and immovable assets (excluding investment properties) constructed or acquired during the year in terms of GRAP. • Reviewed processes followed to componentise and measurements of new additions • Aligned the componentisation with GRAP requirements. • Reviewed the nature of items added into the infrastructure immovable assets accounts • Measurement of the street furniture assets. • Reviewed cost of street furniture assets and associated depreciation • Reviewed the useful life of the assets • Reviewed of the repairs and maintenance account to ensure that none of the items expensed are capital in nature • A high-level analytical review of the depreciation charge and variances followed up. Impairment testing for infrastructure, immovable assets (excluding investment properties) and street furniture assets. • Review the impairment testing process for immovable assets, immovable and street furniture assets. • Assess the physical condition for of the assets against the carrying value to identify any need for impairment • Provide a report on the damaged assets and recommend impairment. Verification of assets held-for-sale. • Reviewed the process followed by the municipality to classify the assets as held-for-sale • Conducted the physical asset count for all the held-for-sale • Reviewed the held-for-sale register and confirm that all assets are not in use by the municipalities. • Confirmed that assets classified as held-for-sale have not been depreciated and are accounted for at fair value • Reviewed assets physical condition in order to identify any potential for impairment Reconciliation of the FAR and the general ledger. • Analysis for assets General ledger accounts • Reviewed the list of assets on asset register as well s their costs • Re-performed sample calculation for depreciation and test the posting to the relevant asset general ledger account • Reviewed valuation schedule against the asset register and general ledger • Reviewed the general ledger for write-offs, impairment and revaluations

		• Reviewed of Asset disposal/Scrapping in terms of the MFMA, Treasury regulations and GRAP requirements. • Reviewed of the profit or loss on disposal account and a report on scrap sales to ensure the receipts are accurately recorded for accounting purposes Assist the municipality with the updating of the disclosure notes and appendixes of the annual financial statements. • Reviewed and analyse disclosures of Fixed Assets in the annual financial statements to establish compliance with GRAP. • Provided guidance on the disclosure requirements for each asset type assets in terms of GRAP • Reviewed prior year's Auditor General's report to address issues raised Data cleansing and standardization of the existing infrastructure and immovable asset register. • Checked the integrity of the infrastructure and immovable asset register • Assisted in the correction and updating of the said asset register in accordance with GRAP • Advised on the adoption of an Asset Management software • Assisted in the implementation of Asset Management software Conduct workshops to ensure skills transfer to the identified key staff of the municipalities. • Involved staff members on the field work and interim reporting • Provided the seminars/workshop for the municipalities staff members every second week • Prepare a procedure manual to assist municipalities in executing asset management
DATE FROM TO **05/2008 to 04/2009**	**NAME OF EMPLOYER**	KWINANA AND ASSOCIATES CHARTERED ACCOUNTANTS
	POSITION	Associate Director
	EMPLOYER REFERENCE AND CONTACT	Stand No. 92, Corner Dale and Pretorius Street, President Park, Midrand, 1685 073 599 1893
	MAIN RESPONSIBILITIES	Municipalities Covered • Madibeng local Municipality • Greater Tubatse Local Municipality; • Moretele Local Municipality; Major Tasks Assigned • assistance in the GRAP Conversion Process. This entailed, inter alia, the following: • preparing GRAP Implementation Plan for approval by the Council as required by the Government Gazette; • amending the municipality's chart of accounts to ensure that it is GRAP Compliant; • assisting municipalities in Asset Management Exercise i.e. preparing fixed asset register to comply with GRAP 17 (Property, Plant and Equipment) • preparing the Annual Financial Statements and audit file (opening and/or • comparative financial statements); • Oversight role at Moretele Local Municipality during the Implementation of a new Integrated Accounting System as well as GRAP Conversion Exercise;
DATE FROM TO **07/2003 to 04/2007**	**NAME OF EMPLOYER**	BDO SPENCER STEWARD CHARTERED ACCOUNTANTS
	POSITION	Audit Manager
	EMPLOYER REFERENCE AND CONTACT	168 Sam Nujoma Drive, Windhoek, Namibia 061 224 125
	MAIN RESPONSIBILITIES	Audit and Review engagement • Planning execution of audit and review engagements which entails • Planning of the audit • Determining the appropriate audit strategy,

		• Determining the appropriate materiality figure, • Risk assessment, • Performing audit procedures necessary to obtain sufficient and appropriate audit evidence, Preparation of draft audit report, • Preparation of management letter indicating all identified weaknesses on internal controls as well as recommendations thereto • Supervising and reviewing work of junior staff members as well as providing on the job coaching for junior team members. Compilation engagements • Preparation of companies' annual financial statements in accordance with IFRS. • Preparation of consolidated annual financial statements for group companies in accordance with IFRS. • Assisting with consolidation journals for group companies • Analysis of financial statements. • Prepared GRAP-compliant 2011 - 2017 Annual Financial Statements of the several municipalities and provided accounting services changing the opinion from a disclaimer to a qualified opinion. • Conducted a review of the 2015 Annual Financial Statements of Lesedi Local Municipality with the related audit query support; • Development of Financial Plan: Greater Tubatse Municipality. • Financial recovery plans, tariff setting, baseline assessments and the development of the related action plans

Rendani Mamphwe I Business Accountant (SA)

Peter mokaba
Winnie
Mandela,
Tembisa,

1632,
063642542
rendanimamphwe5@gmail.com

Professional Profile

A diligent Business Accountant (SA) SAIBA14671and internal auditor with bachelor of commerce in accounting and one-year experienceof ensuring financial analysis and reporting for company clients.

With one-year experience of Internal auditing and analyzing financial statements. I am well-versed in carrying out accounting and auditing support for key clients. Comfortable processing tax returns, reconciling bank statements, amortization schedule, auditing, bookkeeping to trial balance. Competent at preparing financial statements, reconciliation,audit, and payroll. Technological astute and adept at using Teams, Draftworx, Advanced Microsoft Office, One drive and QuickBooks for data input, report generation and documentation management.

Core Skills

- Bookkeeping
- Superior attention to detail
- Problem solving ability
- Advanced Microsoft Office
- Reporting
- Self-motivated professional
- Strong communication skills
- Teamwork
- Computer competency
- Understanding of IFRS

Accounting Experience

March 2016 – Dec 2018 **JBMN Chartered Accountants, Bela Bela**
Consultant (Contract)

Key Responsibilities

I was the Consultant who was assisting in the Asset management section and I have been involved in various municipalities that include the following:

1. Ditsobotla Local Municipality
2. Tswaing Local Municipality

3. Moretele Local Municipality

Ditsobotla Local Municipality

As the Accountant I was responsible for the following:

- Interpreting municipal and provincial regulatory capital regulations in accordance to the FMA and the Generally Recognised Accounting Practice (GRAP).
- Providing transaction-specific advice on the appropriate regulatory capital treatment to specific Asset acquisition transaction and Capital Reporting.
- Ensuring that new regulatory capital regulations are implemented accurately and timely.
- Advising senior leadership on key regulatory capital initiatives.
- Collaborating on external advocacy efforts, including working with peers, trade associations, and regulators to influence regulatory reform initiatives.
- Advising on all matters pertaining to regulatory capital, including capital deductions, exclusions, composition, eligibility, phase-outs, thresholds, non-qualifying capital, and disallowed capital.
- Analysing proposed and new rules and interpretations related to regulatory capital policy matters.
- Providing technical regulatory capital policy advice on complex transactions.
- Direct calculation, reporting and/or analysis of activities to support the government provincial's capital initiatives.
- Developing and documenting capital policy interpretations.
- Ensuring that implementation teams have the tools they need to implement rules and interpretations in an accurate and timely fashion.
- Providing executive summaries of regulatory reform initiatives to management.
- Contributing to the provincial council in preparation of reports on disclosures related to regulatory capital policy matters.
- Participating in regulatory reform initiatives by reviewing and preparing materials to be shared with trade associations, supervisors and policy-makers.
- Managing partner relationships.
- Calculating and analysing regulatory capital results; interpreting regulatory requirements in the context of a business problem; developing solutions; managing and/or executing implementation.

Tswaing Local Municipality

I was responsible for the following:

- Assisting of drawing up of asset management plans.
- Assisting in the implementation of the service delivery plans and budgets.
- Reporting on implementation progress to stakeholders as per the MFMA and associated regulations.
- Preparation of monthly, quarterly, and other reports measuring the implementation progress and deadlines against that of the plan. Preparation of annual reports containing information on the performance of capital assets and status of asset management during the year under review.

Facilitation of Transfer of assets

- Designing of the transfer of assets form.
- Ensuring that assets transferred from one location to another are accompanied by a transfer document. Such transfer document is completed and signed by both the sender and the recipient, before being passed on to the Financial Department to update the register.

Managing procurement and maintenance of assets

- Tracing proposed expenditure to be procured or maintain Fixed Assets that were put forward on an Asset Preparation of Capital Expenditure Requisitions

- Designing of an Asset Expenditure Requisition, with details that will need to be completed in full and contain sufficient information and financial justification for consideration by the CFO.

Retirement and Disposal of Fixed Assets

- Designing a disposal tree diagram/process for the municipality.
- Documenting the proposed retirement or disposal of an asset. The scrapping of an asset subject to the approval of the relevant District Manager, or Executive Manager.
- Overseeing the management of the Directorate's assets in collaboration with the Executive Director:
- Maintaining the system for managing the Municipality's assets
- Implementing asset management policies and procedures for the Municipality for disposal
- Monitoring, evaluating and reporting on compliance with asset management policies and procedures
- Developing and managing a register (registers) for fixed and non-fixed assets of the Directorate

Moretele Local Municipality

I oversaw the Asset Management unit and was responsible for the team implementing the following:

- Maximising the service potential of existing assets by ensuring that they are appropriately used; maintained, safeguarded and that risks are mitigated.
- Optimising the life cycle costs of owning and using these assets by seeking cost-effective options throughout an asset's life cycle.
- Reducing the demand for new assets through optimal use of existing assets and management of demand using non-asset service delivery options; and
- Establishing clear lines of accountability and responsibility for performance.

The following are the accounting and reporting principles that were to govern the Assets Management Unit in conjunction with the Local Government Capital Asset Management Guidelines:

- GRAP 17 on Property, Plant & Equipment (PPE)
- GRAP 16 on Investment Properties
- GRAP 102 on Intangible Assets
- GRAP 100 on Non-current Assets Held for Sale and Discontinued Operations
- GRAP 11 on Construction Contracts.

Audit Experience

March 2019 – Dec 2023 **Stanron chartered accountants, Midrand**
Internal auditor (Transnet CWC AGSA- Audits)

Outline

Review of SCM process and determine whether it was performed following legislation.

Key Responsibilities

- Report audit findings and recommendations to all level of management.
- Ensure compliance with all internal and external governance required
- Ensuring alignment of policies and procedure to relevant legislation.

Stanron chartered accountants, Midrand
Internal auditor (DWS CWC AGSA- Audits)

Outline

Review of SCM process and determine whether it was performed following legislation.

Key Responsibilities

- Report audit findings and recommendations to all level of management.
- Ensure compliance with all internal and external governance required
- Ensuring alignment of policies and procedure to relevant legislation.
- Assets verification.

Stanron chartered accountants, Midrand
Internal auditor (DWS CWC AGSA- Audits)

Outline

Review and audit financial statement to determine whether it was performed following legislation (Treasury regulation and PFMA)

Key Responsibilities

- Report audit findings and recommendations to all level of management.
- Ensure compliance with all internal and external governance required
- Ensuring alignment of policies and procedure to relevant legislation.

Accounting Project

FASSET FUNDED TRAINING PROGRAM EXPERIENCE
Practical Work / Experience (Training)
Bookkeeping
: Extracting information from source documents.
: Preparing Trial Balance, Income Statement and Balance Sheet,
: Calculating and preparing VAT201, EMP201, ITR 12, ITR14, ITR6 and EMP501
: Financial categories of general ledger accounts
: Management and control of budgets
: Assist with tax practice
: Debtors and creditors
: Bank reconciliation
: Preparing cashbook to trial balance
: Preparing monthly management account and annual financial statements
Spread sheets
: Data capture – Processing books of prime entry
: Posting to General Ledger
: Linking to extended TB
: Salary schedules and calculation of monthly PAYE, UIF completion of monthly EMP 201 forms

Key Achievements

- Certificate of in Academy Program (Training)

Education

- **Bachelor of Commerce in Accounting** | University of Venda | 2019

- **SAIBA Certificate** | SA Accounting Academy | 2022
- **QuickBooks Certificate** | Intuit QuickBooks | 2022

Additional

Software
Advanced Microsoft office, Outlook, QuickBooks, Draftworx Excel, Caseware

References

Names: Lufuno Ratshimbilani
Company: JBMN Chartered Accountants
Position: Senior accountant
Contact number: 072 700 7776

Names: Junior Kayz
Company: Stanron Chartered Accountants
Position: Supervisor
Contact number: 084 420 4351

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFP number	RFQ - **120336**
RFP Description	Skilled Audit Support
Quantity	16 months
Province/Office	**Victor Khanye LM**
RFQ Issue Date	08 November 2024
RFQ Closing date	13 November 2024
RFQ Validity Period	30 Working days
Commencement date	November 2024

SPECIFICATION:

Please see attached specifications.

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: S AND G BUSINESS CONSULTING (PTY) LTD

TOTAL PRICE (INCL VAT): 1358 150.00

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: ______________

CAPACITY: DIRECTOR **DATE:** 12/11/2024

Dear Service Provider

Service Provider are part of SALGA/18/2022 panel and as such we wish to request a quotation from you to assist **Victor Khanye Local Municipality** in partnership with SALGA to perform the scope of work as set out below for 2024/25 and 2025/26 financial years:

2024/25 & 2025/26 Audit Readiness and Audit Process:

- Review of Municipality's current state of records and availability for audit as and when requested by AG.
- Substantive review of the Audit Action Plan implementation and resultant audit file for AFS and audit file preparation.
- Resolve prior year issues and review and support at a transactional level.
- Assistance with full compliance to the SCM processes and Unauthorised, Irregular expenditure & Fruitless and Wasteful Expenditure.
- Review of all key processes and identifying internal control weaknesses and corrective actions and implementation of comprehensive Standard Operating Procedures.
- Provide audit support based on all work done during the AFS preparation process which will ensure prompt responses to AG requests and queries.
- Substantive review of the Audit Action Plan implementation and resultant audit file on AFS and audit file preparation.
- Ad-hoc technical support for any key processes with a direct impact on the audit outcome and based on the previous audit outcome the Municipality needs assistance around reconciliations related to the face of the AFS line items.

Revenue Management:

- Revenue management: Data cleansing.
- Optimising revenue by refining Municipality's tariff structures.

Cascaded individual performance agreement for all staff members:

- Evaluate the adequacy of individual Performance Management System.
- Awareness sessions/presentations to all staff members to ensure staff members are aware of the requirements of regulation 34 of Municipal Staff Regulations (i.e. Cascading).
- Drafting of the s57 Performance Agreements as a foundation for cascading.
- Drafting of the s57 Performance Plan.
- Drafting of the s57 Personal Development Plan.
- Drafting of Performance Agreements for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Performance Plans for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Personal Development Plans for all staff members in compliance with Municipal Staff Regulations.
- Ensure that the KPI's on the IDP are cascaded to all staff member performance agreements.
- Identifying of dependencies for each staff member.

Audit process and support for 2023/24 & 2024/25:

- Assisting with technical accounting queries from the AGSA or the Municipality.
- Assisting the municipality to review and respond appropriately to Communication of Audit Findings (COMAFs) during the audit.
- Assisting or guiding the municipality to make any necessary and timely adjustments to the AFS based on AGSA queries or findings.
- Engaging and advising the CFO and senior finance staff when advice is needed.
- Engage the AGSA Senior Manager or Manager together with the CFO or senior finance staff to clarify any findings where necessary.
- Attend and participate in Audit Steering Committee meetings.
- Support on audit queries pertaining to performance objectives.
- Drafting of Post Audit Action Plan.
- Facilitate and implement transfer of skills to the SALGA staff and municipal staff.

Kindly submit your quotation based on the scope of work and period of appointment (**1 November 2024 to 31 March 2026**).

Kindly note our budget available for this assignment is as follows:

R 1 500 000 including VAT (1 November 2024 to 31 March 2026) comprising of:

2600 hours at ± R500/hr (excl. VAT).

NB: When submitting your quotation, please include the following:

1. Quotation with breakdown of costs.
2. Hourly rate per resource(s).
3. Hours to be allocated.
4. How many resource(s) will be working with the Municipality.
5. Resource(s) CV's.
6. If during the appointment the resource(s) is not available, will the resource(s) be replaced.

Please note that disbursements should also be covered under the overall budgeted amounts.

Please submit the quotation **by not later than Wednesday, 13 November 2024 at 12:00.**

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
	N/A	

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? ~~YES~~/NO

2.2.1 If so, furnish particulars:
N/A

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:
N/A

3 DECLARATION

I, the undersigned, (name)..ISAAC NKOECHABA MAMABOLO.................. 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

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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.

institution in relation to this procurement process prior to and during the 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.

………………………………	12/11/2024
Signature	Date
DIRECTOR	S AND S BUSINESS CONSULTING (PTY) LTD
Position	Name of bidder

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

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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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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.

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	4
100% Black Women owned	3	0
100 % Youth	3	0

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm: S AND S BUSINESS CONSULTING (PTY) LTD

4.4. Company registration number: 2016/437661/07

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]

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:	MAMABOLO NKOECHABA ISAAC
DATE:	12/11/2024
ADDRESS:	72 MONTAGUE PROPERTIES,
	1 JUDD STREET, HORISON VIEW,
	ROODEPOORT, 1724
	....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	Isaac Nkoechaba Mamabolo
Identity number	8606175903083

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a ~~Member~~ / Director / ~~Owner~~ (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	S and G Business Consulting (Pty) Ltd
Trading Name (If Applicable):	None
Registration Number:	2016/437661/07
Vat Number (If applicable)	4720291295
Enterprise Physical Address:	72 Montaque Properties Horison view Roodepoort 1724
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	Private Limited Company
Nature of Business:	Consulting Services
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is 100 % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = 0 %
  - Black Disabled % = 0 %
  - Black Unemployed % = 0 %
  - Black People living in Rural areas % = 0 %
  - Black Military Veterans % = 0 %

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of 28/02/2024 (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	✓
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

SSGcrc W10

Commissioner of Oaths
Signature & stamp
Date:

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
SANDTON
2024 -11- 07
KLIENTE DIENSSENTRUM
SANDTON
SUID-AFRIKAANSE POLISIEDIENS

Deponent Signature: NM

Date : 07-11-2024

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
08 Nov 2024 14:03:46.748 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0146929	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Supplier type	CIPC Company	Financial year start date	01 Mar 2017 00:00:00:000
Supplier sub-type	Close Corporation	Registration date	30 Aug 2005 00:00:00:000
Legal name	S N G INVESTMENTS	Created by	sngc.durban@gmail.com
Trading name	SNG Consulting & Trading	Created date	23 May 2016 17:03:51:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	csd.reverifybatch@treasury.gov.za
Government breakdown	Close Corporations (CC)	Edit date	08 Nov 2024 13:59:06:370
Business status	In Business	Restricted Supplier	No
Country of origin	South Africa	Restricted Director	No
South African company/CC registration number	2005/121821/23	Government Employee	No

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Information and communication		
		Core industry	Information service activities
Division	Information service activities	% share of annual turnover	51.00

INDUSTRY CLASSIFICATION 2

Main group	Administrative and support activities		
Division	Office administrative, office support and other business support activities	% share of annual turnover	49.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Bid Office	Telephone number	0315634874
Is this your preferred Contact?	Yes	Cellphone number	083 282 4275

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

Name(s)	Rikkiechund	Fax number	0865004509
Surname	Gajadhur	Website address	www.sngc.co.za
Identification type	South African Identification Number	Do you want this contact to also be a CSD user ?	Yes
Prefer communication via cellphone	Yes	Created by	sngc.durban@gmail.com
Prefer communication via email	Yes	Created date	23 May 2016 17:03:51:337
Prefer communication via fax	Yes	Edit by	sngc.durban@gmail.com
Email address	sngc.durban@gmail.com	Edit date	09 May 2017 08:23:03:000

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Postal code	4051
Address line 1	46 Mount Argus Road	Ward Number	36 - [Removed]
Address line 2	Durban North	Country	South Africa
Suburb	Umgeni Park - [Removed]	This address S/A delivery	Yes
Province	KwaZulu-Natal	This address S/A payment	Yes
Municipality	eThekwini	Created by	sngc.durban@gmail.com
City	Durban	Created date	23 May 2016 16:38:58:000
		Edit by	sngc.durban@gmail.com
		Edit date	17 Mar 2020 18:38:11:113

ADDRESS 2

Is this a preferred address?	No	Ward Number	109 - [Removed]
Address line 1	13 Cottonwoods	Country	South Africa
Address line 2	137 Linden Street	This address S/A postal	Yes
Suburb	Sandown	This address S/A delivery	Yes
Province	Gauteng	This address S/A payment	Yes
Municipality	City of Johannesburg	Created by	sngc.durban@gmail.com
City	Sandton	Created date	15 Aug 2018 10:47:28:730
Postal code	2196	Edit by	sngc.durban@gmail.com
		Edit date	17 Mar 2020 18:38:11:100

ADDRESS 3

CSD REGISTRATION REPORT

Is this a preferred address?	No	Country	South Africa
Address line 1	46 Mount Argus Road	Created by	sngc.durban@gmail.com
Address line 2	Durban North	Created date	15 Aug 2018 10:47:28:730
Suburb	Umgeni Park - [Removed]	Edit by	sngc.durban@gmail.com
Province	KwaZulu-Natal	Edit date	11 Aug 2020 10:58:56:803
Municipality	eThekwini		
City	Durban		
Postal code	4051		

ADDRESS 4

Is this a preferred address?	No	Country	South Africa
Address line 1	46 Mount Argus Road	This address S/A delivery	Yes
Address line 2	Durban North	This address S/A payment	Yes
Suburb	Durban Central	Created by	sngc.durban@gmail.com
Province	KwaZulu-Natal	Created date	17 Mar 2020 18:38:11:113
Municipality	eThekwini	Edit by	sngc.durban@gmail.com
City	Durban	Edit date	17 Mar 2020 18:38:11:113
Postal code	4051		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	sngc.durban@gmail.com
Bank	STANDARD BANK OF SOUTH AFRICA	Created date	14 Sep 2016 11:34:56:000
Branch number	051001	Edit by	csd.safetynetbatch@treasury.gov.za
Branch name	STANDARD BANK SOUTH AFRICA	Edit date	30 Mar 2017 08:02:29:873
Account number	051422662	Bank Verification Status	Verification Succeeded
Account holder	S N G INVESTMENTS CC	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	14 Sep 2016 11:34:56:000	Is this a Shared Funding Account	No

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
08 Nov 2024 14:03:46.810 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

TAX INFORMATION

Income tax number	9150086164	Overall Tax Status	Tax Compliant
VAT number	4040270250	Created by	sngc.durban@gmail.com
Is this supplier a VAT vendor?	Yes	Created date	23 May 2016 17:03:51:000
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Last validation date	08 Nov 2024 13:59:00:000	Edit date	13 Sep 2023 09:04:56:000
Would you like to receive notifications?	Yes		

B-BBEE INFORMATION

B-BBEE Certificate Number	9408691312	% Owned by black people living in rural or underdeveloped areas	0.00
B-BBEE Certificate Issue Date	18 May 2024 12:00:00:000	Created by	sngc.durban@gmail.com
B-BBEE Certificate Issue Expiry Date	17 May 2025 12:00:00:000	Created date	23 May 2016 17:03:51:773
% Owned by black people	100.00	Edit by	csd.reverifybatch@treasury.gov.za
% Owned by black people who are women	0.00	Edit date	08 Nov 2024 13:59:06:950
% Owned by black people who are youth	0.00	Last validation date	08 Nov 2024 13:59:06:000
% Owned by black people with disabilities	0.00	Verification Status	Verified with CIPC
% Owned by black who are unemployed	100.00	Status	Active
% Owned by black people who are military veteran	0.00		

OWNERSHIP INFORMATION

CSD can only verify the youth category of persons for South African citizens. It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the ownership information of this supplier.

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
RIKKIECHUND GAJADHUR	6509295245082	Yes	Indian	Male	100.00%	No	No	No		
Total					100.00%					

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
08 Nov 2024 14:03:46.810 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

CATEGORY OF PERSONS BASED ON OWNERSHIP

Owned by black people	100.00%
Owned by people	100.00%

DIRECTORS /MEMBERS / OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Member,Owner	Owner youth	No
Director status	Active	Owner person with disabilities	No
Name(s)	RIKKIECHUND	Owner military veteran	No
Surname	GAJADHUR	Created by	csd.reverifybatch@treasury.gov.za
Country	South Africa	Created date	31 Mar 2017 01:15:24:000
Identification type	South African Identification Number	Edit by	csd.reverifybatch@treasury.gov.za
South African identification number	6509295245082	Edit date	14 Aug 2024 13:31:47:000
Work permit	0000000	Restricted Director	No
Appointment date	01 Mar 2013 00:00:00:000	Restriction Last Verification Date	08 Nov 2024 13:59:06:483
Email address	RIKKIE.GAJADHUR@GMAIL.COM	Government Employee	No
Cellphone number	0832824275	Government Employee Last Verification Date	08 Nov 2024 13:59:06:497
Owner	Yes	SA identification number Verified	Yes
Ownership %	100.00%	SA identification number verification date	08 Nov 2024 13:59:05:560
Living areas of owner	eThekwini, Umgeni Park - [Removed]	Ownership verification status	Verified by CIPC
Owner's ethnic group	Indian	Ownership last verification date	01 Jan 1900 00:00:00:000
Owner's gender	Male	Companies involved in	MAAA0073509;

Tips and Frequently Asked Questions (FAQ)

CSD REGISTRATION REPORT

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: What should a supplier do if the tax status on CSD difference from the tax clearance certificate?

Tax Compliance Expiry Date
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: How does CSD determine the tax compliance expiry date?

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?

State Employee

For more information pertaining to government employment status click here: Will there be verification done to identify if a supplier is a government employee?

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

***Restricted Supplier** - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.*

***Restricted Director** – A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.*

Restricted Suppliers & Directors are listed on CSD under Help – Am I restricted?

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

CSD REGISTRATION REPORT

Print Date: 11/8/2024 2:03:46 PM

Re: Request for quotations for audit support for Victor Khanye Local Municipality

oliver@omcca.co.za
To Nokwanda Msomi

Reply Reply All Forward

Wed 11/13/2024 10:33 AM

Retention Policy SALGA Retention Policy (10 years) Expires 11/11/2034

Victor Kanye Municipality 2.zip
6 MB

fw

From: Nokwanda Msomi <nmsomi@salga.org.za>
Date: Friday, 08 November 2024 at 14:06
To: Nokwanda Msomi <nmsomi@salga.org.za>
Subject: RE: Request for quotations for audit support for Victor Khanye Local Municipality

Dear prospective bidder,

You are hereby invited for participation in the RFQ process as per attached terms of reference in the Request for quotations for audit support for **Victor Khanye Local Municipality**.

Please note the following important information:

Kindly attach the following documents:
Proposal/Quotation
Completed SBD Forms
BBBEE Certificate / Sworn Affidavit

Take note of the dates below:
RFQ Invitation Date: 08 November 2024
RFQ Closing Date : 13 November 2024 at 12:00 pm. Submit your responses to this email. **Late submissions will not be considered.**
Queries for SCM processes: nmsomi@salga.org.za
Technical Queries: echadinha@salga.org.za

REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFP number	RFQ - **120336**
RFP Description	Skilled Audit Support
Quantity	16 months
Province/Office	Victor Khanye LM
RFQ Issue Date	08 November 2024
RFQ Closing date	13 November 2024
RFQ Validity Period	30 Working days
Commencement date	November 2024

SPECIFICATION:

Please see attached specifications.

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: ____

TOTAL PRICE (INCL VAT): ____

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (**GCC**) **and, if applicable, any other special conditions of contract (SCC)**.

SIGNATURE: ______________________________

CAPACITY: _______________________________ DATE: _______________________

Dear Service Provider

Service Provider are part of SALGA/18/2022 panel and as such we wish to request a quotation from you to assist **Victor Khanye Local Municipality** in partnership with SALGA to perform the scope of work as set out below for 2024/25 and 2025/26 financial years:

2024/25 & 2025/26 Audit Readiness and Audit Process:

- Review of Municipality's current state of records and availability for audit as and when requested by AG.
- Substantive review of the Audit Action Plan implementation and resultant audit file for AFS and audit file preparation.
- Resolve prior year issues and review and support at a transactional level.
- Assistance with full compliance to the SCM processes and Unauthorised, Irregular expenditure & Fruitless and Wasteful Expenditure.
- Review of all key processes and identifying internal control weaknesses and corrective actions and implementation of comprehensive Standard Operating Procedures.
- Provide audit support based on all work done during the AFS preparation process which will ensure prompt responses to AG requests and queries.
- Substantive review of the Audit Action Plan implementation and resultant audit file on AFS and audit file preparation.
- Ad-hoc technical support for any key processes with a direct impact on the audit outcome and based on the previous audit outcome the Municipality needs assistance around reconciliations related to the face of the AFS line items.

Revenue Management:

- Revenue management: Data cleansing.
- Optimising revenue by refining Municipality’s tariff structures.

Cascaded individual performance agreement for all staff members:

- Evaluate the adequacy of individual Performance Management System.
- Awareness sessions/presentations to all staff members to ensure staff members are aware of the requirements of regulation 34 of Municipal Staff Regulations (i.e. Cascading).
- Drafting of the s57 Performance Agreements as a foundation for cascading.
- Drafting of the s57 Performance Plan.
- Drafting of the s57 Personal Development Plan.
- Drafting of Performance Agreements for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Performance Plans for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Personal Development Plans for all staff members in compliance with Municipal Staff Regulations.
- Ensure that the KPI’s on the IDP are cascaded to all staff member performance agreements.
- Identifying of dependencies for each staff member.

Audit process and support for 2023/24 & 2024/25:

- Assisting with technical accounting queries from the AGSA or the Municipality.
- Assisting the municipality to review and respond appropriately to Communication of Audit Findings (COMAFs) during the audit.
- Assisting or guiding the municipality to make any necessary and timely adjustments to the AFS based on AGSA queries or findings.
- Engaging and advising the CFO and senior finance staff when advice is needed.
- Engage the AGSA Senior Manager or Manager together with the CFO or senior finance staff to clarify any findings where necessary.
- Attend and participate in Audit Steering Committee meetings.
- Support on audit queries pertaining to performance objectives.
- Drafting of Post Audit Action Plan.
- Facilitate and implement transfer of skills to the SALGA staff and municipal staff.

Kindly submit your quotation based on the scope of work and period of appointment (**1 November 2024 to 31 March 2026**).

Kindly note our budget available for this assignment is as follows:

R 1 500 000 including VAT (1 November 2024 to 31 March 2026) comprising of:

2600 hours at ± R500/hr (excl. VAT).

NB: When submitting your quotation, please include the following:

1. Quotation with breakdown of costs.
2. Hourly rate per resource(s).
3. Hours to be allocated.
4. How many resource(s) will be working with the Municipality.
5. Resource(s) CV's.
6. If during the appointment the resource(s) is not available, will the resource(s) be replaced.

Please note that disbursements should also be covered under the overall budgeted amounts.

Please submit the quotation **by not later than Wednesday, 13 November 2024 at 12:00.**

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: OMCCA

TOTAL PRICE (INCL VAT): R1345 550

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: ______________

CAPACITY: DIRECTOR **DATE:** 11|11|2024

OMC
chartered accountants

Reg No. 2008/015646/21

HEAD OFFICE
3 North Close
Sunninghill Estate
2191
Tel : 011 807 3204
Fax : 0866935051

NESPRUIT OFFICE
Promenade Centre
1st Floor suite 11 A
Nespruit, 1200
Tel :013 755 3466
Fax :013 755 3260

MAFIKENG OFFICE
9 Boiketlong Estate
Dr Albert Luthuli Street
Unit 3, Mabatho
2735

Enquiries: Oliver Chikweshe

Cell: 073 522 9567

Fax: 086 560 7880

SALGA

10 November 2024

Skilled Audit Support

Dear Sir /Madam

Thank you for allowing us the opportunity to submit a quotation for the abovementioned services. We believe that we can provide the necessary expertise and support required to make the assignment a success.

Price including VAT

	# of Resources	Hours worked	Rate (ex VAT)	Rate (incl VAT)	Amount excl VAT	VAT	Amount after Vat
Consultant	1	650	450	518	292 500	43 875	336 375
					-		
Consultant	1	650	450	518	292 500	43 875	336 375
Consultant	1	650	440	506	286 000	42 900	328 900
Consultant	1	650	440	506	286 000	42 900	328 900
Disbursements					-	-	15 000
Total		**2 600**			**1 157 000**	**173 550**	**1 345 550**

Please note that should a resource leave at the middle of the assignment , a replacement for like for like will be done.

We are committed to offering you exceptional service and look forward to working closely with you.

Yours faithfully

Oliver Chikweshe-CA (SA) RA

Director

OMC Chartered Accountants Incorporated- IRBA #.902345

IRBA Membership No. 504337

Cell: 078 423 2586

Aleck Murava

Personal Details

Full Names	: Aleck Murava
ID	:7805115902186
Date of Birth	: 1978-05-11
Postal Address	: 1023 Moremogolo Street,Moshawane Village,Mahikeng
Physical Address	: 1023 Moremogolo Street,Moshawane Village,Mahikeng
Contact Number	: 0835054495
Email address	: alemurava@gmail.com
Location	: South Africa (Gauteng Province, Johannesburg)
Gender	: Male
Race	: Black African

Education

Last school attended	: Morgan High
Highest grade passed	: Cambridge Advanced level
Subjects passed	: Management, Economics, and Geography
Extra mural activities	: Atheletics

Higher education

[1] Institution	**: Forthare University**
Location	: RSA (East London)
Degree	: BCom (Accounting)
Major subjects	: Accounting, Auditing, Tax, Management accounting
Date completed	: November/December 2006

Employment History

1) Company	**: Xolani Pumeza &Associates**
Position	**: Audit Clerk**
Duration	**:** 15 May 2007 to 31 December 2008
Benefits	**:** Medical Aid and Group life
Accounting Software Used	**:** Caseware, Teammate and Pastel
Skills acquired	**:** Auditing, Accounting and completion of Tax Returns
Reasons for leaving	**:** wanted to do my articles

Audit Functions Performed		
Name of Company	Nature of Work Performed	Sections audited
Camedeboo Municipality (Graaf Reinet)	Auditor General – Auditing Of Government	• Payables • Expenditure • Commitments
OR Municipality Mthatha	Auditor General – Auditing Of Government	• Payables • Cash and bank • Receivables
Eastlondon Development Zone (IDZ)	Government Entity	• Expenditure • Account Payables • PPE

2) Company	**: Nkonki Inc**
Position	**: Trainee Accountant**
Duration	**:** 15 January 2009 to 15 January 2012
Benefits	**:** Medical Aid and Group life
Accounting Software Used	**:** Caseware, Teammate and Draftworx
Skills acquired	**:** Auditing, Accounting and completion of Tax Returns
Reason for leaving	**:** Finished My articles

Audit Functions Performed		
Name of Company	Nature of Work Performed	Audit Functions Performed
1. Creditworx-External Audit	Financial Services	• Obtaining and documenting the understanding of the business and its environment on Expenditure

Audit Functions Performed		
Name of Company	Nature of Work Performed	Audit Functions Performed
		• Testing the effectiveness of internal controls systems and documentation of the results On S&T • Assisting the client with posting of journal entries in the system • Performing bank reconciliation • Performing creditors reconciliations between the subledger and suppliers' statements • Reconciliation of stock to stock count results • Assisting the client with passing of journal entries • Reconciliation of asset register to General ledger
2. Thebe Investment Corporation (TIC)-External Audit	Investment	• Obtaining and documenting the understanding of the business and its environment on assets • Testing the effectiveness of internal controls systems and documentation of the results on assets management • Financial Auditing of Revenue • Testing compliance with Corporate Governance principles • Reconciliation of asset register to General ledger • Reconciliation payroll to General ledger • Reconciliation of VAT 201 to general ledger • Ensure that vat has been timeously submitted to SARS • Performing subsequent events • Finalisation of Auditing
3. Telkom SA	Telecommunication	• Obtaining and documenting the understanding of the business and its environment • Obtaining and documenting the understanding of the accounting and internal control process on Accounts_Payable • Testing and reporting on the effectiveness of internal controls process on _Accounts Payable and documentation of the results • Performing substantive Tests on Accounts Payable • Performing variance analysis on different accounts • Matching order note to invoice and payment advice • Ensuring that VAT is correctly configured by SAP system • Verifying the correct exchange rate has been applied on payment of creditors • Verifying that before payments to foreign creditors have been made the client has complied with Reserve bank regulations.

Audit Functions Performed		
Name of Company	Nature of Work Performed	Audit Functions Performed
		• Ensuring that gains and losses on restating of foreign traders have been correctly stated
4. University of Limpopo	Educational Institution	• Obtaining and documenting the understanding of the business processes in bank and cash, salaries and provisions • Obtaining and understanding of the accounting and internal control processes for the salaries and Provisions section and documentation of the process • Testing the effectiveness of internal controls systems and documentation of the results • Performing substantive test of details of provisions,salaries,EFT trsnsctions • Reporting on audit findings and making recommendations
5.HW SETA	Auditor General	• Obtaining and documenting the understanding of the business and its environment and documentation of the process relating to mandatory and discretionary Grants • Documentation of Accounts Payable system Narratives. • Performing substantive Testing relating to Mandatory grants and discretionary Grants • Performing substantive test of details on Accounts Payables. Reporting on audit findings and making recommendations • Ensuring that EFT payments are transferred by the relevant personnel

Internal Audit Experience

Internal Audit Experience obtained		
Client	Industry Type	Functions
Waterberg FET College	Government Internal Audit	• Obtaining an understanding and documenting business process relating to suppliers , Debtors and suppliers into the client system • Obtaining an understanding in the loading of suppliers into suppliers database • Verifying the authenticity of vat registration numbers • Testing the compliance in terms of awarding tenders to suppliers using Points system in terms of PFMA • Documenting whether deviation in terms of supply chain were in line with PFMA • Documenting the risks and weakness

		• Documenting whether Bid adjudication, Bid evaluation and Bid specification were properly constituted in terms of PFMA • Evaluating whether the tender award was properly done in terms of PFMA • Report to management
Bonitas Marketing- Supply chain	Medical Aid	• Obtaining an understanding and documenting business process relating to suppliers , Debtors and loading of suppliers into Navision • Obtaining the policies to support the client ' s assertions • Verifying the authenticity of vat registration numbers • Documenting business processes • Identifying Risks and perform walkthroughs for all controls to verify the effectiveness of control • Documenting the risks and weakness • Reporting to management
Bonitas Marketing- Human Resources	Medical Aid	• Obtaining an understanding of business processes relating to Human Resources , Payroll services and Termination • Inspection of laws and regulation relating to hiring , leave and termination of employees • Identify weakness in the control environment and report to management

3) Company **: Morar Incorporated**
Position **: Senior Consultant**
Duration : 12 March 2012 to October 2020
Benefits : N/A
Accounting Software Used : Teammate and Pastel
Skills acquired : Auditing and Accounting work in Public Sector
Nature of Contract : Permanent Contract

Audit Functions Performed		
Name of Company	Nature of Work and Year	Audit Functions Performed
1. Freestate Legislature	Auditor General – Auditing Of Government (2012)	• Documentation system narratives relating to Goods and services , transfer payments, lease commitments , donations and Accruals • Performing Risk Assessment of relating to Transfer Payments, Goods and services • Substantive Testing to transfer payments and Donations • Substantive Testing relating to Appropriated Funds • Substantive Testing Accruals , Commitments
2. Public Service Commission	Auditor General – Auditing Of	• Performing substantive

Audit Functions Performed		
Name of Company	Nature of Work and Year	Audit Functions Performed
(Pretoria)	Government (2012)	Testing relating to Key Management Personnel, receivables and Related Parties. • Substantive Testing on Expenditure • Going Concern and Follow up on subsequent Events.
3. Emalahleni Municipality	Auditor General (2012)	• Obtaining an understanding on Employee Costs and Compliance with laws and regulations • Substantive Testing on Human Resources and Employee costs • Testing Compliance with Laws and Regulations
4. Department of Public Works	Government (2013)	• Reviewing the lease agreements loaded onto system to the hard copy lease agreements • Obtaining floor chats and agree the area to the measured m2 • Physically inspect the building • Confirming if the lease has expired or is about to expire
5. Department of Education	Auditor General (2013)	• Obtaining an understanding on Employee Costs and Compliance with laws and regulations • Substantive Testing on Human Resources and Employee costs • Testing Compliance with Laws and Regulations
6. Victor Khanyi Local Municipality	Auditor General 2012	• Obtaining an understanding on Accounts Payables • Performing Risk assessment on Procurement • Performing substantive testing on Funds and Reserves • Performing substantive Testing on accounts payables
7. Mopane District Municipality	AGSA 2013	• Obtaining and understanding of VAT, related parties, • Performing substantive testing on VAT, Inventory and related parties
8. Department of Health	Auditor General South Africa 2015-2020	• Revenue and Receivables on health • Contingent liabilities • Accrued departmental revenue • Gifts and donations • Expenditure
9. Letaba FET College	Auditor General	• Obtained an understanding in accounts payable, Grants, Expenditure • Performed substantive detail testing on Expenditure and accounts Payable • Testing the compliance of the college' procurement to Treasury Regulations and

Audit Functions Performed		
Name of Company	Nature of Work and Year	Audit Functions Performed
		National supply chain Policy • Ensuring that no irregular ,fruitless and wasteful expenditure were incurred by the college • Ensuring that the college adheres to DHET guidelines
10. Mogalakwena Local Municipality	Auditor General 2019	• Assets • Commitments • Retention
11. Maruleng local Municipality	Auditor General 2017	• Expenditure • Payables • Cashflows
12. Elias Motsoaledi Local Municipality	Auditor General2018	• Revenue • Receivables • Provision

ACCOUNTING WORK

Accounting work		
Work performed	Name of the Company	Audit Functions Performed
1)Bank and Petty cash	Upongola Municipality	• Performing bank reconciliations • Follow up on long outstanding deposits and payments • Performing Petty cash reconciliation
2)Creditors	Upongola Municipality	• Performing creditors reconciliations • Agreeing individual creditor' s balance to the creditors control account • Follow up on discrepancies • Ensuring that treasuring regulations on suppliers are followed ie Payment to be effected within 30 days of receipt of invoice
3)Debtors	Upongola Municipality	• Agreeing the age analysis per system agrees to debtors control account • Agreeing individual debtor' s balance agree to the debtors control account • Performing debtors impairment per Grap and the municipal Policy • Ensuring consistency in policies • Write off of bad debts
4)Long term liabilities and Loans	Upongola Municipality	• Agreeing the loans to the contracts • Performing recalculation on loans per year based on payments and interest based on contract
5) Expenses	Pongola Municipality	• Agreeing expenses to supporting documents
6) Revenue	Upongola Municipality	• Assess the billing system for reliance
7) Opening balance	Upongola Municipality	• Agree opening balance to last year audited AFS
8)AFS	Upongola Municipality	• Preparing AFS using caseware

INTERNAL AUDIT WORK

Client	Type of Work	Functions
Steve Tswete Local Municipality	Internal Audit	• Internal audit on Electricity • Internal audit on provision of water and indigent • Documented business process and risks and performed risk process
Makhado Local Municipality	Internal Audit	• Internal audit on appointment of vendors and the work on electrification in villages

4) Company : **NHC**
Position : **Audit Senior**
Duration : 16 November 2020 to November 2022
Accounting Software Used : Teammate
Skills acquired : Auditing, Accounting and consolidation
Reason for leaving : Contract expired

Audit Functions Performed		
Name of Company	Nature of Work and Year	Audit Functions Performed
1 Musina Local Municipality	2020 and 2021	• PPE audit • Intangible assets • Investment Property • Inventory
2 LEDA	AG-2021 and 2022	• PPE audit • Investment Property audit • Inventory audit

5) Company : **Mphako**
Position : **Audit Senior**
Duration : 05 September 2022 to 30 November 2022
Accounting Software Used : Teammate
Skills acquired : Auditing, Accounting and consolidation
Reason for leaving : Contract expired

Audit Functions Performed		
Name of Company	Nature of Work and Year	Audit Functions Performed
1.Sekhukhune district Municipality	AG-2022	• Revenue • Receivables • Consequence Management

6) Company : **Department of Arts, Culture, Sports and Recreation**
Position : **Senior Adminstrative officer**
Duration : 06 March 2023 to 31 July 2024
Benefits : N/A
Accounting Software Used : N/A
Skills acquired : Performance of annual performance information
Nature of Contract Expired : Contract based on Project basis

Duties:

- Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system
- Coordinate reporting monthly, quarterly and annual reporting
- Validate reported performance information
- Coordinate evaluation of departmental programmes
- Coordinate, analysis, monitor and evaluate the departmental programs
- Oversee the evaluation programmes of the department
- Analyze and report on performance of department

REFERENCES

1) Name: Partson Takombwa
Position: Senior Manager
Contact: 0796750862
Company: Nkonki Inc
Email address: Partsont@nkonki.com

2) Name: Collin Machiri
Position: Director Polokwane Office
Contact: 078 086 7527
Company: Morar Incorporated

3) Mpho Kekana
Position: Manager
Contact: 072 344 6406
Company: Auditor General

4) Name: Lerato Maragelo
Position: Assistant Director
Contact: 071 895 2912
Company: Department of Arts, Culture, Sports and Recreation

BOIPELO MOTSHWENENG

Compliance, Audit & Finance Consultant

Experience: 9 Years

Nationality: South African

Professional Memberships:

- SAICA (Articles)

Driver's License: Code 8

EDUCATION

- '24 CIMA (current studies)
- '13 BCOMPT

LANGUAGES

- **Setswana** – Excellent
- **English** – Excellent
- **Afrikaans -** Good

CONTACT

☎ +27 79 154 6858

boipelo.nikiwe@gmail.com

PROFILE

Boipelo Motshweneng has over 9 years' experience in various audit and finance environments both in the public and private spheres. She has gained, for the most part, extensive experience in probity audits and supply chain (procurement) process' compliance, this includes fraud risk analysis, detection, and investigation. Also making presentations and compilations of audit findings to the Bid specification, Evaluation and Adjudication committees respectively in a form of verbal and written reports.

She was also part of a team which provided finance support to Lekwa Teemane municipality by developing and monitoring of the project budget, ledger accounts and VAT reconciliations, maintaining the general ledger, analysis of financial statements and profitability, management and review of data and reporting and assisting with on-the-job skills transfer to junior members of the team and those of the client. She has a peculiar interest in the law and its discipline and was fortunate to be a part of the team engaged at the Unemployment Insurance Fund (UIF), which deals with a facet of labour law. She pays special attention to detail and adaptable and can easily connect with diverse individuals, creating a conducive positive work atmosphere and establishing rapport with both team members and clients. She is also a firm believer in continuous learning and that there's always room for improvement.

SKILLS

Probity audits	PFMA & MFMA Regulations	Compliance Audits
VAT Act	GAAP	IFRS
Corporate Governance	Business Process Reviews	IAS/IIA Standards
GRAP Standards	CaseWare, SAP, Sage and Teammate	Advanced excel
Limited Assurance Reviews	Monitoring and Evaluation	Performance Audits

EMPLOYMENT RECORD

COMPANY	DATES	LAST POSITION	DUTIES
FMK Consulting	Ad-hoc	Financial Consultant Specialist	Finance Support and AFS Preparation
SKX Protiviti	Ad-hoc	Senior Consultant	Probity Audits & Internal Audit Support
Nexia SAB&T	Aug 2020 – May 2022	Senior Consultant	Reporting, attending tender briefings, Assurance, Probity Audits & Internal Audit Support
RAiN Chartered Accountants	Jan 2020 - July2020	Senior Consultant	Probity audits

Ngubane & Co.	Apr 2019 – Nov 2019	Audit supervisor	External audits and Finance support
ARC Sakhile	May 2018 – Oct 2018	Senior auditor	External audits
A2AKopano	Aug 2017 – Apr 2018	Senior Consultant	Finance support and Internal audits
Auditor-General South Africa	Jan 2014 – Jul 2017	Trainee auditor/accountant	External audits

EXPERIENCE

CLIENT	ACTIVITY	ROLE	SECTOR
Lekwa Teemane Local Municipality.	Finance Support	Financial Consultant	Public
Transnet Engineering (TE)	Probity Audits	Senior Consultant	SOC
Transnet Freight Rail (TFR)	Probity Audits	Senior Consultant	SOC
Unemployment Insurance Fund (UIF)	Probity Audits	Senior Consultant	Public
Gauteng Provincial Treasury	Probity Audits	Consultant	Public
Vaal University of Technology	Finance support	Audit supervisor	Education/ Fund administration
SABC	Internal audits	Consultant	Media
Road Accident Fund	External audits	Consultant	Public
Mangaung Municipality	Finance support	Consultant	Public
Trans-Caledon Tunnel Authority (TCTA)	Probity Audit/Internal audit	Consultant	Water infrastructure
Department of Higher Education - NSA	Finance support	Audit senior	Public
Gauteng Infrastructure Financing Agency	Probity audit	Consultant	Infrastructure Finance
Gauteng Department of Road and Transport	Probity audit	Consultant	Public Transport & Roads
Office of the Premier	Probity Audit	Consultant	Public
Department of Sport	External audits	Audit senior	Public
Department of Social Development	External audit	Trainee auditor	Public
Gauteng Department of Social Development	Probity audit	Consultant	Public
Department of Cooperative Governance and Traditional Affairs	Performance Audit	Audit senior	Public
Gauteng Department of Cooperative Governance and Traditional Affairs	Probity Audit	Consultant	Public

CLIENT	ACTIVITY	ROLE	SECTOR
Lekwa Teemane Local Municipality.	Finance Support	Financial Consultant	Public
South African Social Security Agency (SASSA)	External Audit	Trainee auditor	Public Social Services
Department of Defence	External audit (asset management)	Trainee auditor	Public
Department of Military Veterans	Performance audit	Trainee auditor	Public
Department of Correctional Services	Compliance audit	Trainee auditor	Public

TENDAI NYAHWEMA
PROFESSIONAL ACCOUNTANT (SA)

PERSONAL DETAILS

Name: Tendai Nyahwema

Address: Johannesburg
Midrand 1638
Gauteng, South Africa
SA ID 881107******
Phone number:

Email:
nyahwematendai0@gmail.com

LANGUAGE PROFICIENCY

English: Fluent

CORE COMPETENCIES

- Excellent numerical skills
- Ability to work in a challenging environment.
- Auditing
- Taxation
- Financial accounting
- Time management skills
- Working well under-stress
- Ability to show and keep effective working relationships with co-workers and managers.
- Ability to manage multiple tasks completing priorities and using resources effectively.
- Teamwork and leadership
- An initiative-taking and purposeful mindset.
- Microsoft Office
- Orderliness and detail focused.
- Computer proficiency in word processing, presentation, and spreadsheet applications
- Variance Analysis
- Flexibility and multi-tasking
- Critical thinking and problem solving
- Able to comply with all applicable standards as required by the

SUMMARY

A Professional Accountant that has excellent client and project management skills with both prior and post SAICA articles experience working on both listed and unlisted engagements (>5 years). I am action-oriented and have a strong ability to communicate effectively with executives and business.

I am motivated individual with proven leadership capabilities, who likes to take initiative and seek out new challenging tasks. Productive with a unique combination of skills accumulated while pursuing the above-mentioned degree, coupled with more than 5 years' experience in the financial sector. An orderly being with good planning skills and ability to meet strict deadlines, results oriented with a proven record of collaborating with team members to achieve goals.

I am a talented and ambitious always taking responsibility for my own career and development. Consistently striving to improve myself, both in my work and in terms of social skills and insights. Also, very eager to build relationships that will be useful for the rest of my career. I strive to offer high quality services in all client engagements. I enjoy being part of, as well as managing, motivating, and leading a successful and productive team.

ACADEMIC PROGRESS

SAIPA -South Africa Institute of Professional Accountants Qualified Professional Accountant

University of Johannesburg

Bachelor of Accounting (Honors)/ Baccalaureus cum Honoribus in accounting – 2016

University of Johannesburg

Bridging to Certificate of Theory in Accounting (BCTA) – 2015

Walter Sisulu University (WSU) Bachelor of Accounting – 2013

WORK EXPERIENCE

Solu growth (pty) ltd – Master Card Global Services Snr Revenue Accountant July 2023 – Current (contractor) Role

Deals creation

- Incentives reconciliations
- Assist with client queries as/when needed.
- Deals creation
- Loading forecasts
- Journal processing

company
- Effective communication and people skills.
- Research, results analysis and interpretation.
- Professional and technical efficiency
- Management account
- Microsoft Office
- Preparation of Financial statements and management accounting
- Tax Returns and e-filling
- Honesty and transparency
- Strong verbal and written communication skills
- Quality control
- Quality assurance
- Detailed, up to date knowledge of International Financial Reporting Standards (IFRS)and Tax
- Budgeting, Analyzing, Forecasting and Reporting
- Computer Literacy
- Analyzing and reconciliation of general ledger accounts

SOFTWARES AND APLICATIONS

- Levvia
- Draft Worx
- Oracle
- Case ware
- Pastel
- Teammate
- Sars (e filing)
- Microsoft
- CRS
- Remedy

CLIENT PORTFOLIO (Listed)

- Gosco (Bud Group Company)
- Master card
- Gosco (Bud Group Company)
- Master card
- Eskom holdings SOC Ltd
- Transnet
- Portia M
- Individuals
- National Credit Regulation

Deloitte South Africa - AFA – Audit Senior 23 November 2023 – April 2024 (contractor)

Reason for leaving: Contract expired.

Role

- Formulating audit strategy to respond to identified risks and communication thereof to audit teams and client. Duties and responsibilities
- Ensuring delivery of high quality accurate and cost-effective audits and audit reports
- Review of client's Financial Statements
- Provide recommendations.
- Reconciliations
- Performing financial calculations

Chapu Chartered Accountant Inc - Supervisor September 2022-November 2022 and 1 May – 30th June(contractor).

Reason for leaving: Contract expired

Role

- Ability to analyze financial data.
- Completed audit is terms of International Auditing Standards.
- Performed test of controls.
- Performed engagement reviews in terms of International Standard on Review engagements ISRE 2410

PSTM Auditors Inc – Accounting Senior 1 March 2022 – 30 August 2022

Reason for leaving: Contract expired

Role

- Preparation of financial statements and management accounts
- Submission and preparations of Tax Returns and e-filling
- Cash flow projection and Budgets.
- Following up on Sars Audits
- Submission of EMP 201 and 501
- Review and recalculations of Accounts receivable and Payable schedules.
- Analysis of key performance indicators, i.e., liquidity, and solvency of entities
- Auditing Compliance i.e., Supply Chain Management, Consequence management.
- Analyzing financial data, clients' financial budgets, records, financial models including property valuations and assessment of expected credit losses
- Preparation of the general ledger

PSTM Auditors Inc – SAICA Trainee Accountant 1 April 2019 – 28 February 2022 Reason for leaving: Contract expired.

Role

- Completed audit is terms of International Auditing Standards.
- Performed test of controls.
- Preparation of financial statements and management accounts
- Submission and preparations of income tax returns
- Cash flow projection and Budgets.
- Following up on Sars Audits
- Submission of EMP 201 and 501
- Review and recalculations of Accounts receivable and Payable schedules.
- Analysis of key performance indicators, i.e., liquidity, and solvency of entities
- Auditing Compliance i.e., Supply Chain Management, Consequence management.
- Analyzing financial data, clients' financial budgets, records, financial models

including property valuations and assessment of expected credit losses

- Preparation of the general ledger

Trainee Accountant (Temporary) PSTM July 2018 – October 2018 Reason for leaving: Contract expired.
Role

- Performed test of controls.
- Assets verification

References - Available upon request.

MUVHANGO PATIENCE NDOU

4875 ST Lucia Street, Cosmo City, 2188, Johannesburg Area, Gauteng, South Africa

PERSONAL DETAILS

SURNAME: Ndou
FIRST NAMES: Muvhango Patience
PREFERRED NAME: Patience
NATIONALITY: South African
EMPLOYMENT EQUITY: African
GENDER: Female
DATE OF BIRTH: 24 February 1980
LICENSE: Yes (Code 10)
LANGUAGE PROFICIENCY: TshiVenda, Xitsonga, Sepedi, English, Setswana, Sesotho and IsiZulu
NOTICE PERIOD: Immediate
SKILLSET: Internal Audit, External Audit and Accounting
PREFERRED INDUSTRY: Open to working in any reputable Sector.
MEMBERSHIP: Institute of Internal Auditors

EDUCATION

INSTITUTE OF INTERNAL AUDITOR
Course: CIA PART1 (CURRENT)

UNIVERSITY OF SOUTH AFRICA
Course: Postgraduate Diploma in Internal Auditing (2019)

UNIVERSITY OF SOUTH AFRICA
Course: Advanced Diploma: Accounting Science (2017)

UNIVERSITY OF SOUTH AFRICA
Course: Bachelor of Accounting Science (2004)

PROFESSIONAL PROFILE

I am strongly organized, highly motivated, results-driven professional in search of the right opportunity and completed SAICA articles. I have gained in in-depth knowledge of the International Financial Reporting Standards (IFRS), International Standard on Auditing (ISA), Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act, Public Audit Act, Treasury Regulations and Supply Chain Management in the public sector and Private Sector. I believe in dependability, honesty, accuracy, and timeliness. My vision is to bring commitment, integrity, and competence to the working environment. To grow through the ranks and be an asset to the organization I work for even as I play a part in growing the industry within which I work. I enjoy challenges and I am dedicated to meeting goals. I have been responsible for conducting data entry and re-work; analyzing and identifying trends and providing reports as necessary. I am articulate and I pride myself in my ability to communicate effectively. I am inherently a fast learner; more so should a challenge be bestowed upon me to expedite. You will find my dedication and enthusiastic attitude to be of value to your department / organization. My goal is to secure a challenging and responsible position were previously experienced and related skills may be utilized. The preferred position will offer opportunities for advancement based upon performance.

PROFESSIONAL EXPERIENCE

THAMANI CONSULTING | JULY 2023 – July 2024 | AUDIT ASSIST MANAGER

- Audit of performance information
- Execution of audit procedures
- Completion of quality and cost-effective audit
- Drafting management letters • Reporting on audit findings
- Updating manager & senior manager on progress made
- Attendance of audit committee/steering committee meetings

JOHANNESBURG SOCIAL HOUSING COMPANY | DECEMBER 2022 – APRIL 2023| INTERNAL AUDITOR

- Review of SCM Process and determine whether it was performed following legislation (Treasury regulation, MFMA, CIBD, etc.).
- Comply with the departmental audit methodology in conducting all audits,
- Comply with the International Standards of Internal Auditors,
- Ensure alignment of policy and procedures to the relevant legislation.
- Conduct reviews to determine the level of compliance to Financial Management and Risk requirements and disclose issues as they merge.
- Identify and evaluate significant exposure of the risk.
- Distribute audit reports to relevant recipient on time.
- Report audit findings and recommendations to all levels of management.
- Ensure compliance with all internal and external Governance requirements.

MUVHANGO PATIENCE NDOU

TECHNICAL SKILLS

- Ability to identify and analyse potential risks of a specific system or process, such as data collection
- Ability to execute on projects and other activities as assigned to deliver consistently, exceptional key account customer and internal service
- Ability to plan, develop and manage multiple clients facing projects simultaneously
- Strong background working with Microsoft Office applications
- Thorough understanding of technology, specifically web-based operations platforms
- Ability to keep up in a fast-paced entrepreneurial environment
- Ability to manage time and multi-task
- Ability to Communicate, attention to detail, critical thinking, problem-solving, and collaboration

BEHAVIORAL TRAITS

- Achievement Orientation
- Adaptability
- Agility
- Analytical Thinking
- Attention to Detail
- Business Perspective
- Collaborating with Others
- Continuous Learning
- Creativity and Innovation
- Data Literacy
- Decision Making
- Emotional Intelligence
- Managing Resources
- Negotiating
- Networking
- Organizational Awareness
- Partnering
- Planning and Organizing
- Presentation
- Problem Solving
- Project Management
- Resilience
- Team Player

PROFESSIONAL EXPERIENCE continued...

MKIVA REGISTERED AUDITORS | APRIL 2018 – FEBRUARY 2022 | AUDIT MANAGER

- Giving assurance on the Risk management Processes
- Evaluating risk management processes
- Evaluating the reporting of key risks
- Reviewing the management of key risks
- Responsible for the entire audit and review/preparation of the AFS.
- The coordination of audit meetings.
- Assist the audit partner with the audit's budget management.
- Obtain evidence for all findings reported as resolved by Management.
- Prepare monthly report on resolution of audit findings to the audit partner
- Assist in compiling audit related reports as required by the Audit Partner
- To direct and supervise the audit team.
- To deal with all issues that arises during the audit
- To serve as a communication line between audit staff and the client's senior management.
- To ensure that the deadline is met
- Training and developing of staff through on-the-job mentoring
- Managing staff hours
- Monitoring staff performance
- Allocating work to staff
- Leading staff by ensuring undisturbed work flow
- To ensure compliance to procurement processes according to the tender requirements, set criteria, standards or principles, to ensure adherence to government policies and rules.

JOFANI ACCOUNTING AND CONSULTING SERVICES | AUGUST 2017 – FEBRUARY 2018 | ASSISTANT INTERNAL AUDIT MANAGER

- Confirmation of system Descriptions per KPI
- Understanding and testing of the internal policies, procedures and controls related to the management of performance information.
- Understanding and testing adequacy and effectiveness of systems and controls relevant to collecting, monitoring and reporting information
- Evaluate existence of performance information, consistency of performance between IDP, SDBIP and management reports
- Presentation in the monthly, quarterly, midyear and annual report
- Compare reported performance information to relevant source documentation.
- Conduct procedures to ensure verifiability, accuracy and completeness of reported source documentation
- Evaluate compliance with legislation, regulation and council policy

GRANT THORNTON | JUNE 2017 – JULY 2017 | EXPENDITURE REVIEW CONSULTANT

- City wide expenditure review for the City of Johannesburg's 12 core department and 15 Moe's (Assisting City of Johannesburg to identify possible inefficiencies that could improve performance and realize (potential savings):
- Evaluate the contracted Services and General Expenses line items of each department and entity to identify further savings in the targeted expenditure items
- Perform a market analysis
- Provide recommendations to realize potential savings

MUVHANGO PATIENCE NDOU

SKILLS & COMPETENCIES

My academic studies, formal and informal work experience have contributed towards the development of the following skills:

COMPUTER SKILLS: Microsoft Office Suite (MS Word, PowerPoint, Excel, Access & Outlook, Teams, Caseware and Teammate)

INTERPERSONAL SKILLS: Able to work in the team, manage conflicts and good leadership skill.

PROBLEM SOLVING: Demonstrates flexibility when unexpected obstacles occur, and always tries to find ways to improve processes

PRESENTATION SKILLS: Confidently articulate ideas to different audiences; develop and prepare materials.

ANALYTICAL SKILLS: Able to critically investigate and evaluate information and implications thereof.

STRATEGIC SKILLS: Establishing objectives, actions, required resources.

LEARNING CAPABILITY: Able to quickly grasp and use new abstract, conceptual information.

SELF-MOTIVATION: Highly committed; strong follow through; energetic, resilient.

FOCUS: Able to see and work towards big-picture outcomes.

RESULTS DRIVEN: Set high performance standards for self and others.

LEADERSHIP, ORGANISATIONAL AND ADMINISTRATIVE SKILLS: Strategic and logical thinker, enjoy taking initiative and coordinating the combined efforts of a team in order to achieve a common goal.

PROFESSIONAL EXPERIENCE continued…

- Perform a market analysis
- Provide recommendations to realize potential savings

MKIVA REGISTERED AUDITORS | MAY 2016 – AUGUST 2016 | SENIOR AUDITOR

- To direct and supervise the audit team.
- plan and finalise the audit
- To deal with all issues that arises during the audit
- To serve as a communication line between audit staff and the client's senior management
- Ensure that the deadline is met.
- Ensure that experts are planned timeously - computer/technical/valuations/tax etc.
- Ensure points forward is up to date and complete
- Review the Annual Financial statements
- Responsible for the entire audit and review/preparation of the AFS.
- Drafting management letter
- Reporting on audit findings

OCTOGON CHARTERED ACCOUNTANTS | MAY 2014 – JULY 2014 | SENIOR AUDITOR

- To direct and supervise the audit team.
- Audit of performance information
- Execution of audit procedures
- Completion of quality and cost-effective audit
- Drafting management letters
- Reporting on audit findings
- Updating manager & senior manager on progress made
- Attendance of audit committee/steering committee meetings

BORWA FINANCIAL SERVICES | MARCH 2013 – MARCH 2014 | SENIOR FORENSIC AUDITOR

- Planning and conducting forensic audit
- Supervising the audit team
- Assessing the risk of fraud on funeral benefit claims, exit benefit claims and withdrawal benefit claims from the provident fund
- Compiling and analyzing relevant data and reviewing evidence gathered Identifying system and internal control weaknesses
- Providing evidence of fraud identified to the audit manager for review
- Compiling reports for senior management on the outcome of the audit

AUDITOR GENERAL OF SOUTH AFRICA | JANUARY 2009 – JUNE 2012 |AUDIT SUPERVISOR

- Compilation of audit plan,
- Evaluating risk management processes
- Evaluating the reporting of key risks
- Reviewing the management of key risks
- Completion of quality and cost-effective audit
- Provide general administrative support and assist the Audit manager with the execution of the administrative function.
- Assist the senior manager with the audit's budget management.
- Assist the Audit Manager with the tracking of resolution of audit findings.
- Obtain evidence for all findings reported as resolved by Management.
- Prepare monthly report on resolution of audit findings to the Audit Manager and Senior Manager.

MUVHANGO PATIENCE NDOU

REFERENCES

TALIFHANI RABAMBI
INTERNAL AUDIT MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY
066 057 9425

TSHEPO NONYANA
SENIOR MANAGER
BORWA FINANCIAL SERVICES AND MKIVA REGISTERED AUDITORS
011 764 2950/084 532 4185

GUGU MNCUBE
AUDIT MANAGER AT AUDITOR GENERAL OF SOUTH AFRICA
016 492 0018 / 076 954 7658

PROFESSIONAL EXPERIENCE continued…

- Prepare monthly report on resolution of audit findings to the Audit Manager and Senior Manager.
- Assist in compiling audit related reports as required by the Audit Manager.
- Drafting management letter
- Reporting on audit findings
- Updating manager & senior manager on progress made
- Training and developing of staff through on-the-job mentoring
- Managing staff hours • Monitoring staff performance
- Allocating work to staff
- Leading staff by ensuring undisturbed work flow
- Review the Annual Financial statements

AUDITOR GENERAL OF SOUTH AFRICA | JANUARY 2006 – JANUARY 2009 |TRAINEE AUDITOR

- To direct and supervise the audit team.
- Compilation of audit plan
- Completion of quality and cost-effective audit
- Drafting management letters
- Reporting on audit findings
- Updating manager & senior manager on progress made
- Review the Annual Financial statements

Personal Information:	Surname	Gumbo	
	First names	Shylet	
	Identity / Passport Number	8106062405185	
	Tax Number	0086233251	
	Date of birth	06/06/81	
	Gender	Female	
	Nationality	Zimbabwean	
Contact Details:	Telephone number (land line)	011 807 3204	
	Cell Number	073 155 5840	
	Email Address	mary@omcca.co.za	
	Physical Address	360 Pine Avenue Randburg	
Candidate background checks	Are you a South African citizen?		**Candidate background checks**
	If no, what is your nationality?	Zimbabwe	
	Do you have a valid work permit? (only if non-South African)	Yes	
	Are you currently in the employ of the state		No
	If yes, please provide details	N/A	
	Have you ever been charged and convicted with a criminal offence?		No
	If yes, please provide details of offence and the sentence imposed:	N/A	

	Do you have any pending criminal case against you?		No
	If yes, please provide details	N/A	
	Have you ever been dismissed for misconduct?		No
	If yes, please provide details	N/A	
	Do you have any pending disciplinary case against you? *		No
	If yes, please provide details	N/A	
	Have you resigned from a recent job pending any disciplinary proceeding against you?		No
	If yes, please provide details	N/A	

1. Candidate's Qualifications

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

Qualification obtained	**Masters in Accounting Sciences (Taxation)**
Name of Institution	University of South Africa (UNISA)
Dates	2021
Qualification obtained	**Assessment of Professional Competence (APC)**
Name of Institution	South African Institute of Chartered Accountants
Dates	2021
Qualification obtained	**Initial Test of Competence (ITC)**
Name of Institution	South African Institute of Chartered Accountants
Dates	2016
Qualification obtained	**Post Graduate Diploma in Applied Accounting Sciences (PGDAAS)**
Name of Institution	University of South Africa (UNISA)
Dates	2015
Qualification obtained	**Post Graduate Diploma in Accounting Sciences (PGDAS)**
Name of Institution	University of South Africa (UNISA)

Dates	2014
Qualification obtained	**Bachelors in Accounting Sciences**
Name of Institution	University of South Africa
Dates	2012
Qualification obtained	**Diploma in Secondary School Teaching**
Name of Institution	Hillside Teachers
Dates	2003

- **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 SAQA accreditation certificate will result in disqualification.**

2. 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**	**DIRECTOR**
	Description of your duties; highlighting experience relevant to the services required in this bid	I am 43 years old African ambitious female who is prepared to achieve the desired goals of the job description. I am a hard worker, self-motivated, goal-oriented individual who is always looking for challenge to enhance my skills and knowledge. I like to interact with other people and adapt easily to different kinds of environment. I have good communication skills. My professional interest is Auditing, Financial Accounting, Taxation, and Management Accounting. I seek to further my career to specialise in the above-mentioned roles to empower more knowledge. I am able to work different kinds of shifts and under pressure. I have no disability and I can speak Sepedi and English fluently. I have a valid code C1 (10) driver's license. My qualifications are as follows: Postgraduate Diploma in Applied Accounting Science (CTA) from the University of South Africa (UNISA); Advanced Diploma in Accounting Science from UNISA. I have acquired 22 years working experience in both private and public sector. I have audited the following institutions: provincial departments, public entities, district and local municipalities whilst completing my articles with the Office of Auditor General South Africa (AGSA). My Articles experience included extensive teamwork in the first half and thereafter supervising audit teams. **SECONDED TO VARIOUS MUNICIPALTIES** • Successful completion of conversion of the municipal accounting system from IMFO to GRAP • Ensuring that municipalities complies with both the MFMA and related guidelines and/or circulars • Onsite staff training and skills transfer • Preparation of GRAP Compliant set of AFS • Clearing of prior year queries • Identification and recognition of new transaction e.g landfill site provisions • Reviewed the fixed asset register and corrected noted anomalies so as to comply with GRAP 17 (Property, Plant and Equipment) i.e. **Asset Management Exercise, excluding Infrastructure Assets**. This entailed the following: - Detailing information that needs to be included in the asset register; - Ensuring that the information captured in the Asset Register is accurate; - Ensuring that all the assets are captured in Asset Register;

					- Reconciling Fixed Asset Amounts in the Asset Register to the General Ledger; - Gathering and capturing the source of funding for all assets captured in the Asset Register. - Ensuring that all assets in the asset register physically exist. • Unbundled reserves; • Assisted municipalities in synchronising the Generic GRAP Implementation Plan with their specific requirements. This entailed setting achievable targets and dates, responsible officials and estimated compliance time. • Ensuring that municipalities takes the plans to Council for approval; • Assisted in setting up and attending GRAP Steering Committee Meetings; • Assisted in the municipality in the Technical Review of the acquisition of the new accounting system; • Assisting in the new accounting system implementation exercise, which is currently underway. • Drafted the Project Risk Management **Internal Audit and Audit Committees.** • Determined whether internal audit unit as required by section 165 of the MFMA was functioning. • Determined whether audit committee were established and if not assist municipal manager with the establishment of audit committee and performance audit committee. Ensured that a risk-based audit plan and an internal audit program for the financial year be compiled.
Start		End		Was this a senior management position? (Y/N)	Y
MM	YY	MM	YY	Employer's Name	OMC Chartered Accountants Incorporated
01 April 2019 –				Employer's locality and contact details	078 201 4399 Email : vilakatisicelo@gmail.com

Current					

Date	**Position Held**	MANAGER
	Description of your duties; highlighting experience relevant to the services required in this bid	**Duties and responsibilities ¬** • Prepare and review annual financial statements for both private and public sector ¬ • Prepare and review costs reports, revenue reports and business activity reports ¬ • Prepare financial and operation ratios for funding proposal ¬ Prepare and review budgets/forecasts to confirm if they are aligned to the clients' mandate and key objectives ¬ • Analyse sales and customers to determine the major and regular customers of the company ¬ • Analyse costs to assist the company with adopting good cost model • ¬ Evaluate cash flow scenarios and provide advice to management on how to reduce costs ¬ • Meeting with potential clients to identify revenue growth opportunities within the component and optimise its operational expenditure • ¬ Advice on appropriate trust account and tax implications thereof • ¬ Prepare and review fixed assets register • ¬ Preparing and reviewing of key-reconciliations, i.e. bank reconciliations, creditors reconciliations, debtors reconciliations • ¬ Attend management, audit and risk committee and board meeting and advise of possible solutions to identified problems • ¬ Advice management on appropriate accounting framework to be applied by the entity • ¬ Prepare framework which included transformation projects to be undertaken; benefits to be enjoyed by the entity and the risks involved • ¬ Review the business processes for internal controls, identify the risks(weaknesses) and suggest risk mitigating factors • ¬ Review internal audit plan and reports and have meetings with internal auditors • ¬ Review of audit action plan and liaise with both internal and external auditors • ¬ Perform due diligences for business acquisition purpose • ¬ Review risk mitigation plan and provided guidance on the implementation of the plan • ¬ Prepare strategic documents for the long term growth of the company • ¬ Provide guidance and monitor activities of the company to confirm if they are aligned to the mission and vision of the firm • ¬ Provide guidance on compliance matters to audit and risk committee and board

		• ¬ Review risks and compliance policy and ensured that non-compliance issues were brought to attention of management and were resolved **revenue enhancement:** The following services were provided to the municipalities in the area of revenue enhancement: **Customer Data Cleansing** The scope of work to be undertaken was as follows: Debtor information and debtor classification • Debt book clean up • Improve billing accuracy • Investigate all debtors by type and reclassify debtors that are incorrectly identified on the billing system • Verify account status (active/inactive) and include as reporting indicator • Obtain tile Deed information per property • Reflect arrears per account according to ageing and by service • Investigate all accounts which appear to have incorrect billing, e.g. tenant accounts with assessment rates • Correctly categorise each account according to the correct and responsible debtor • Produce account reconciliations for each account • Consolidation of duplicated customer profile/accounts **Procedures performed.** • Assisted the municipality in designing an effective revenue collection system • Reviewed the debtor's management database • Reconciled Sub ledger to the general ledger

					• Cleared long outstanding reconciling items
					• Reviewed the ageing analysis for long outstanding debtors to determine writing off writing of bad debtors
					• Performed the following tests on bad debts written off
					    • Access the municipality's bad debt write-off policy determine the basis for writing off
					    • Submit the bad debts to be written off to the council for approval
					    • Ensure that all steps have been taken to recover debts prior write-off by inspecting correspondence with attorney for accounts handed over for collection
					• Ascertained through inspection of the debtors age analysis whether there are bad debts that should be written-off but have not been written off in the accounting records
					• Assisted the municipality to in ensuring that the municipality has effective revenue collection systems consistent with Section 95 of the Municipal Systems Act and the municipality's Credit Control and Debt Collection Policy
					• Assisted by designing appropriate procedures for debt restructuring
					• Assisted in the municipality in verifying database and updating of indigent register

Start		End		Was this a senior management position? (Y/N)	Y
MM	YY	MM	YY	Employer's Name	BDO Incorporated Chartered Accountants
03	14	12	14	Employer's locality and contact details	084 586 9721
Date				**Position Held**	SUPERVISOR

	Description of your duties; highlighting experience relevant to the services required in this bid	• Review client's business processes and internal controls, • identify significant risks and design audit procedures to address the risks • ¬ Review clients risk register and ensure that it includes risks that are relevant to the entity, contributing factors and action plans to address the risks identified ¬ • Reporting on audit findings, including identifying real root causes, and recommendations to management as well as following up the implementation of the recommendations. • Keeping register of findings issued and update it accordingly • ¬ Review National Treasury template to ensure that the amounts therein are as per audited annual financial statement. ¬ • Prepare financial consolidation documents of all public entities for National Treasury's annual reporting purpose. ¬ • Preparation of quality briefing documents for engagements including audit strategy, management reports and audit reports ¬ • Determine and prepare work allocation for the team that will adequately address and implement objectives of audit strategy ¬ • Liaise with auditee's internal audit function and read their reports to ensure the followings: >> Findings raised by IA are included in client's list of findings and that the recommendations accepted by management are implemented > • > If they audited certain areas/aspect of external auditor's scope then we will rely on their work for efficiency • >> Attend quarterly meetings with Head: Internal Audit to discuss audit matters and audit progress ¬ • Review client's Strategic Plans and Annual Performance Plan to ensure that they are in compliance with National Treasury's Framework for Managing Programme Performance Information (FMPPI) ¬ • Delegate appropriate work to junior members of staff and manage audit deadlines • ¬ Reviewing junior member's work in a structured format to ensure that quality audit work is submitted to managers within agreed timelines • ¬ Reviewing the audit work to ensure compliance with National Treasury, PFMA,MFMA ,Modified Cash Standard and GRAP ¬ • Review client's annual reports to ensure that the annual financial statements, annual performance report and other audited information is as audited • Attendance of client's meetings including Audit and Risk Committee meetings and present the relevant documents in the meetings ¬ • Monitoring staff performance and perform their biannual evaluation for AGSA and SAICA purpose ¬ • Ensuring that the team comply with the organisation's policies and procedures

					• ¬ Evaluate independent performance ratings of the junior staff and confirm if the rating and explanations given are as per their performance ¬ • Prepare audit budget and explain the difference between prior year actuals and current year budget • ¬ Prepare monthly reconciliations of the team's budgeted hours and the amount to actual hours and amounts • ¬ Submit invoices to the clients and make the follow ups to ensure that payment has been made
Start		End		Was this a senior management position? (Y/N)	Y
MM	YY	MM	YY	Employer's Name	Auditor-General South Africa
01	11	12	14	Employer's locality and contact details	

3. RECORD OF CANDIDATE'S EXPERIENCE IN MUNICIPAL FINANCIAL ACCOUNTING SUPPORT

Specific experience: Municipal Accounting Support	Demonstrated experience and achievements in implementing, managing, and supporting accounting operations, projects, legislative and policy reforms and/or performance improvement initiatives.	Services provided:
		- Preparations for AG audit – addressing queries, preparing documentation and reports, access to financial records - Auditing (on behalf of AG) - Accounting systems implementation - GRAP implementation - Accounting and preparation of Annual Financial Statements - Implementing Standard Chart of Accounts - VAT claims - Stakeholder engagements - Development and implementation of By-Laws - Development and implementation of Supply Chain Management strategy, policies and procedures - Development and implementation of Standard Operating Procedures - Monitoring and Evaluation of compliance relative to policies, procedures, SOP's, legislative environment, and authorities; identifying irregular contracts, inspecting bidding processes for compliance - Mentoring client staff and skills transfer - Development and establishment of Audit Committees and Internal Audit functions – workshopped Audit Committees - Development and implementation of Internal Controls systems - Fixed Asset Register systems implementation - Alignment of Asset Registers to relevant legislation, Treasury Regulations, GRAP

		- Reconciled Asset Register to General Ledger and ensured all asset-related assertions are addressed. - Assisted with the migration of the Asset Register from spreadsheets to a Fixed Assets Management System - Assisted with the implementation of the Standard Chart of Accounts (SCOA) - Inspection and verification of Valuation Roll - Facilitated workshops on GRAP, Accounting Policies, Legislation, Audit Action Plans, Treasury Regulations, Performance Management - Facilitated workshops on Strategic Sessions and Performance Management - Made presentations to Strategic Sessions on institutional performance information - Assisted with preparation and submission of Section 71 Reports - Assisted with revenue enhancement processes - Inspected, reviewed and reconciled the Investment Registers - Inspected, and reviewed the grants system – completeness, proper accounting, etc. - Assisted with the development and implementation of the Budgeting and Treasury Office - Monitoring, evaluation, and mentoring on the BTO functions and processes - Assisting with the preparation of IDP compilation and alignment to budgets - Assisted with the preparation and implementation of the budgetary process - Workshopped senior management and councillors on the oversight of the budget, financial management, the IDP, service delivery, and general performance **Audit Action Plans** • Assist with planning of audit support to municipalities.

		• Provide technical support, assistance and guidance to municipalities in developing, implementing and reviewing municipal audit action plans. • Provide support and make recommendations at monthly management and other related meetings on the implementation of municipal audit action plans. Provide technical support at municipal Audit Steering Committee meetings. • Assist municipalities during the annual audit processes in responding to RFIs and CoMAFs issued by the Auditor-General. • Conduct on-going capacity municipal officials relating to audit support. **UIF&W and Consequence Management** • Assist municipalities to process UIF&W through Councils and Municipal Public Accounts Committees (MPACs). • Assist with the implementation of council resolutions based on the recommendations from MPACs, including the accounting treatment and actual recovery process through the municipalities' debt collection policy. • Assist with the establishment of functional municipal disciplinary boards, including the development of a DB policy and terms of reference and the monitoring of the implementation of board's recommendations to council. • Conduct on-going capacity building with municipal officials on matters relating to UIF&W and consequence management. **FINANCIAL MANAGEMENT INTERVENTION- DELIVERABLES.** • Compiled time schedule with key deadlines for the preparation, tabling and approval of budget and reviewing of integrated development plan. • Ensured that compilation of budget and reviewing of integrated development plan progress according to schedule with key deadlines which is set and as required by legislation. • Reviewed all budget related policies and tariffs if necessary. • Linked budget and integrated development plan.

		• compilation and tabling draft SDBIP to municipal manager within fourteen days after adoption of budget by council. **Financial reporting.** • Assessed status of financial reporting and identify gaps. • Assessed capacity within municipality to execute this function • Compiled list of all conditional grants and ensure that reporting to the transferring authority is done within ten working days after month end. • Submitted budget reports in terms of section 71 of MFMA to mayor monthly and Provincial Treasury. • Ensured expenditure on staff benefits was reported as required by section 66 of MFMA. • Submitted quarterly report on withdrawals from bank account in terms of section 11(1) b to j to council, provincial treasury and the Auditor-General. • Submitted quarterly report to council as required by sections 52(d) • Compiled mid-year assessment report as required by section 72 of MFMA • Assisted municipalities with compilation of annual report as required by section 127 of the MFMA. • Submitted quarterly a report to Council or Mayor on the implementation of Supply Chain Management **Annual Financial Statements** • Assessed readiness to convert to GAMAP/GRAP and capacity of staff and whether skill must be transferred to execute this task. • Assessed progress with implementation plan for GRAP. • Compiled schedule with key deadlines, tasks and responsible person to compile financial statements. Ensured that the following registers were updated and in balances with general ledger: • Assets register

<table>
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Loans register
Investments register
Funds register
Land sale register
Sundry debtors register
RD Cheque and postdated cheque register
Surplus/Shortages register

Ensured that the following reconciliations were updated:

Bank reconciliation
Consumer debtors
Trade creditors
Stores
Salary suspense
Insurance
Vehicle license fees control account
Sundry debtors
Sundry creditors

Control and manage the compilation of the financial statements.
Submit completed financial statements to Auditor-General.
Convert to GAMAP/GRAP and submit to Auditor-General.
Compile audit file and assist with audit queries.
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<td>Years’ experience in implementing accounting and audit operations operations, projects, reforms and/or performance improvement initiatives</td>
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<Please clearly state the following information:
<table>
<tr><td>Position held</td><td>Employer/ Organisation</td><td>Start date (MM/YY)</td><td>End date (MM/YY)</td><td>Total period (e.g. 3Y_6M)</td></tr>
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SENIOR MANAGER	**TRANSNET**	**04/2014**	**03/2018**	**4years 2 months**
Manager	**Morar Incorporated**	**09/2018**	**03/2019**	**6 months**
TRAINEE UP TO MANAGER	**AUDITOR GENERAL**	**01/2013**	**08/2018**	**6 years 7 months**
Manager	**SITA**	**04/2019**	**02/2021**	**2Years**
Manager	**NW PROVINCIAL TREASURY- SECONDED TO DITSOBOTLA LOCAL MUNICIPALITY FROM OMC CONSULTING**	**04/2021**	**Present**	**3years 4 months**

4. CANDIDATE'S LANGUAGE SKILLS

(Mark 1 (very basic) to 5 (very advanced) for level of skill)
Mother Tongue – [*specify*]

Language	Reading	Speaking	Writing
Afrikaans			
English	*5*	*5*	5
Ndebele			
Northern Sotho			
Sotho			
Swazi			
Tsonga	5	5	5
Tswana			
Venda			
Xhosa			
Zulu	2	2	2

5. Candidate's References

(Please provide at last three employment references from the past 5 years. 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	Mr Phillip Matekane
	Organisation	Auditor-General South Africa
	Position of referee in organisation	Audit manager
	Contact telephone / Cell number of referee	061 650 9816
2	Name of referee	Mr Bornwise Munjanganja
	Organisation	Morar Incorporated
	Position of referee in organisation	Senior Manager
	Contact telephone / Cell number of referee	072 935 9046
3	Name of referee	Mr Musa Msibi
	Organisation	Romalepe Chartered Accountants Inc
	Position of referee in organisation	Senior Consultant
	Contact telephone / Cell number of referee	072 935 9046

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
	N/A	

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? ~~YES~~/NO

2.2.1 If so, furnish particulars:

.....................................N/A.....................................

....

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:

.....................................N/A.....................................

....

3 DECLARATION

I, the undersigned, (name)........OLIVER CHIKWESHE........ 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

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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.

institution in relation to this procurement process prior to and during the 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.

Ohble	10/11/2024
Signature	Date
DIRECTOR	OMC CHARTERED ACCOUNTANTS
Position	Name of bidder

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

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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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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:

80/20	or	90/10

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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.

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	4
100% Black Women owned	3	
100 % Youth	3	
BEE (2)		9
		13

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]

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: OLIVER CHIKWESHE

DATE: 11/11/2024

ADDRESS: 3 North close

Sunninghill

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,	
Full name & Surname	OLIVER CHIKWESHE
Identity number	AE805 644

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	OMC CHARTERERD ACCOUNTANTS
Trading Name (If Applicable):	OMCCA
Registration Number:	2008/015646/21
Vat Number (If applicable)	4700255617
Enterprise Physical Address:	3 North Close Sunninghill 2157
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	Auditing, Consulting
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is 100 % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is — % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is — % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
    - Black Youth % = ______________%
    - Black Disabled % = ______________%
    - Black Unemployed % = ______________%
    - Black People living in Rural areas % = ______________%
    - Black Military Veterans % = ______________%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of 29/02/24 (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	✓
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by **commissioner.**

Deponent Signature: ______________

Date : 13/11/2024

Commissioner of Oaths
Signature & stamp
Date: 2024-11-13

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2024 -11- 13
MIDRAND
SUID-AFRIKAANSE POLISIEDIENS

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
08 Nov 2024 14:08:30.373 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0064285	Total annual turnover	R10 million or less; or
Is supplier active?	Yes	Financial year start date	28 Feb 2022 00:00:00:000
Supplier type	CIPC Company	Registration date	01 Jul 2008 00:00:00:000
Supplier sub-type	Personal Liability Company (Inc)	Created by	oliver@omcca.co.za
Legal name	OMC CHARTERED ACCOUNTANTS	Created date	22 Mar 2016 16:03:26:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	csd.reverifybatch@treasury.gov.za
Government breakdown	Personal Liability Companies (Inc)	Edit date	08 Nov 2024 14:03:50:480
Business status	In Business	Restricted Supplier	No
Country of origin	South Africa	Restricted Director	No
South African company/CC registration number	2008/015646/21	Government Employee	TBC(To be confirmed by an organ of state)
Have Bank Account	Yes		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Professional, scientific and technical activities		
		Core industry	Legal and accounting activities
Division	Legal and accounting activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Administration	Cellphone number	073 522 9567
Is this your preferred Contact?	Yes	Do you want this contact to also be a CSD user ?	Yes
Name(s)	Oliver	Created by	oliver@omcca.co.za
Surname	Chikweshe	Created date	29 Feb 2016 11:30:43:000
Identification type	South African Identification Number	Edit by	oliver@omcca.co.za
Prefer communication via email	Yes	Edit date	22 Jan 2021 11:06:03:203
Email address	oliver@omcca.co.za		

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

CONTACT 2

Contact type	Bid Office	Email address	oliver@omcca.co.za
Is this your preferred Contact?	No	Telephone number	0118073204
Name(s)	Mary	Cellphone number	073 522 9567
Surname	chikweshe	Do you want this contact to also be a CSD user ?	No
Identification type	Foreign Passport Number	Created by	oliver@omcca.co.za
Prefer communication via email	Yes	Created date	12 Nov 2019 10:43:19:493
Prefer communication via telephone	Yes	Edit by	csd.datafix@treasury.gov.za
		Edit date	12 Nov 2019 10:43:19:493

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Ward Number	106 - [Removed]
Address line 1	3 North Close	Country	South Africa
Address line 2	Sunninghill, Sandton	This address S/A postal	Yes
Suburb	Sunninghill	Created by	oliver@omcca.co.za
Province	Gauteng	Created date	22 Mar 2016 16:04:52:837
Municipality	City of Johannesburg	Edit by	oliver@omcca.co.za
City	Sandton	Edit date	20 Aug 2024 16:36:47:750
Postal code	2191		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	oliver@omcca.co.za
Bank	STANDARD BANK OF SOUTH AFRICA	Created date	14 Oct 2021 15:31:41:000
Branch number	051001	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Branch name	STANDARD BANK SOUTH AFRICA	Edit date	18 Oct 2021 11:00:12:273
Account number	221501649	Bank Verification Status	Verification Succeeded

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
08 Nov 2024 14:08:30.405 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

Account holder	OMC CHARTERED ACCOUNTANTS INC	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	29 Feb 2016 11:36:52:000	Is this a Shared Funding Account	No

BANK ACCOUNT 2

Account type	Current Accounts	Created by	oliver@omcca.co.za
Bank	FIRST NATIONAL BANK	Created date	14 Oct 2021 15:31:42:000
Branch number	250655	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Branch name	BRANCH 560	Edit date	19 Oct 2021 12:00:29:410
Account number	62855162005	Bank Verification Status	Verification Succeeded
Account holder	OMC CHARTERED ACCOUNTANTS INC	Foreign Bank Account	No
Is this a preferred account?	No	Is the identifier linked at the bank	Yes
Active start date	14 Oct 2021 15:31:42:000	Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9404544166	Overall Tax Status	Tax Compliant
VAT number	4700255617	Created by	oliver@omcca.co.za
Is this supplier a VAT vendor?	Yes	Created date	22 Mar 2016 16:03:26:000
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Last validation date	08 Nov 2024 14:04:00:000	Edit date	08 Nov 2024 14:03:50:510

B-BBEE INFORMATION

Are you an empowering supplier	Yes	Accept and understand the content of the affidavit	Yes
% Owned by black people	0.00	Commisioner of Oath	Moses Morewa
% Owned by black people who are women	0.00	Date affidavit signed by commisioner of oath	05 Apr 2022 00:00:00:000
% Owned by black people who are youth	0.00	Affidavit expiry date	04 Apr 2023 00:00:00:000
% Owned by black people with disabilities	0.00	Created by	oliver@omcca.co.za

CSD REGISTRATION REPORT

% Owned by black who are unemployed	0.00	Created date	12 Nov 2019 10:43:19:633
% Owned by black people who are military veteran	0.00	Edit by	csd.reverifybatch@treasury.gov.za
% Owned by black people living in rural or underdeveloped areas	0.00	Edit date	26 Jul 2023 18:30:00:190
Status	Expired	Verification Status	Manual Verification Required

OWNERSHIP INFORMATION

CSD can only verify the youth category of persons for South African citizens. It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the ownership information of this supplier.

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
OLIVER CHIKWESHE	DN988019	No	N/A	Male	100.00%	No	No	No		
Total					100.00%					

CATEGORY OF PERSONS BASED ON B-BBEE CERTIFICATE

B-BBEE certificate expired.

CATEGORY OF PERSONS BASED ON OWNERSHIP

Owned by foreign people	100.00%

DIRECTORS /MEMBERS / OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Director,Owner	Owner's ethnic group	Black African
Director status	Active	Owner's gender	Male
Name(s)	OLIVER	Owner youth	No
Surname	CHIKWESHE	Owner person with disabilities	No
Country	South Africa	Owner military veteran	No
Identification type	Foreign Identification Number	Created by	csd.reverifybatch@treasury.gov.za
Foreign identification number	DN988019	Created date	06 Aug 2024 07:38:35:000
Work permit	0000000	Edit by	oliver@omcca.co.za
Appointment date	01 Jul 2008 00:00:00:000	Edit date	20 Aug 2024 16:36:29:000
Email address	OLIVER@CAMELSACA.CO.ZA	Restricted Director	No
Cellphone number	0735229567	Restriction Last Verification Date	08 Nov 2024 14:03:50:527
Owner	Yes	Government Employee	TBC (To be confirmed by an organ of state)
Ownership %	100.00%	Ownership verification status	Verified by CIPC

CSD REGISTRATION REPORT

Living areas of owner	City of Johannesburg, Sunninghill	Ownership last verification date	01 Jan 1900 00:00:00:000

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: What should a supplier do if the tax status on CSD difference from the tax clearance certificate?

Tax Compliance Expiry Date
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: How does CSD determine the tax compliance expiry date?

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?

State Employee

For more information pertaining to government employment status click here: Will there be verification done to identify if a supplier is a government employee?

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

Restricted Supplier *- A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.*

Restricted Director *– A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.*

Restricted Suppliers & Directors are listed on CSD under Help – Am I restricted?

CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Print Date: 11/8/2024 2:08:30 PM

Request for quotations for audit support for Victor Khanye Local Municipality- RFQ-120336

AM Awonke Majikijela <awonkem@qhubekabs.co.za>
To Nokwanda Msomi
Cc Nonhlanhlam

Reply | Reply All | Forward

Wed 11/13/2024 10:09 AM

Retention Policy SALGA Retention Policy (10 years) Expires 11/11/2034

You replied to this message on 11/15/2024 11:11 AM.

RFQ-120336.pdf
7 MB

Dear Nokwanda,

I hope this email finds you well.

Kindly find the attached response to the RFQ. Thank you

--
Kind Regards

Awonke Majikijela,
Business Accountant in Practice(SA)

Tel:(031)785 *9152* | **c**ell: 076-566 1788
www.qhubekabs.co.za

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFP number	RFQ - 120336
RFP Description	Skilled Audit Support
Quantity	16 months
Province/Office	Victor Khanye LM
RFQ Issue Date	08 November 2024
RFQ Closing date	13 November 2024
RFQ Validity Period	30 Working days
Commencement date	November 2024

SPECIFICATION:

Please see attached specifications.

AKQ

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: Qhubeka Business Solutions

TOTAL PRICE (INCL VAT): R1,449,460.00

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: ____________

CAPACITY: Senior Consultant **DATE:** 11/11/2024

AKQ

Dear Service Provider

Service Provider are part of SALGA/18/2022 panel and as such we wish to request a quotation from you to assist **Victor Khanye Local Municipality** in partnership with SALGA to perform the scope of work as set out below for 2024/25 and 2025/26 financial years:

2024/25 & 2025/26 Audit Readiness and Audit Process:

- Review of Municipality's current state of records and availability for audit as and when requested by AG.
- Substantive review of the Audit Action Plan implementation and resultant audit file for AFS and audit file preparation.
- Resolve prior year issues and review and support at a transactional level.
- Assistance with full compliance to the SCM processes and Unauthorised, Irregular expenditure & Fruitless and Wasteful Expenditure.
- Review of all key processes and identifying internal control weaknesses and corrective actions and implementation of comprehensive Standard Operating Procedures.
- Provide audit support based on all work done during the AFS preparation process which will ensure prompt responses to AG requests and queries.
- Substantive review of the Audit Action Plan implementation and resultant audit file on AFS and audit file preparation.
- Ad-hoc technical support for any key processes with a direct impact on the audit outcome and based on the previous audit outcome the Municipality needs assistance around reconciliations related to the face of the AFS line items.

Revenue Management:

- Revenue management: Data cleansing.
- Optimising revenue by refining Municipality's tariff structures.

Cascaded individual performance agreement for all staff members:

- Evaluate the adequacy of individual Performance Management System.
- Awareness sessions/presentations to all staff members to ensure staff members are aware of the requirements of regulation 34 of Municipal Staff Regulations (i.e. Cascading).
- Drafting of the s57 Performance Agreements as a foundation for cascading.
- Drafting of the s57 Performance Plan.
- Drafting of the s57 Personal Development Plan.
- Drafting of Performance Agreements for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Performance Plans for all staff members in compliance with Municipal Staff Regulations.
- Drafting of Personal Development Plans for all staff members in compliance with Municipal Staff Regulations.
- Ensure that the KPI's on the IDP are cascaded to all staff member performance agreements.
- Identifying of dependencies for each staff member.

AFQ

<u>Audit process and support for 2023/24 & 2024/25</u>:

- Assisting with technical accounting queries from the AGSA or the Municipality.
- Assisting the municipality to review and respond appropriately to Communication of Audit Findings (COMAFs) during the audit.
- Assisting or guiding the municipality to make any necessary and timely adjustments to the AFS based on AGSA queries or findings.
- Engaging and advising the CFO and senior finance staff when advice is needed.
- Engage the AGSA Senior Manager or Manager together with the CFO or senior finance staff to clarify any findings where necessary.
- Attend and participate in Audit Steering Committee meetings.
- Support on audit queries pertaining to performance objectives.
- Drafting of Post Audit Action Plan.
- Facilitate and implement transfer of skills to the SALGA staff and municipal staff.

Kindly submit your quotation based on the scope of work and period of appointment (**1 November 2024 to 31 March 2026**).

Kindly note our budget available for this assignment is as follows:

R 1 500 000 including VAT (1 November 2024 to 31 March 2026) comprising of:

2600 hours at ± R500/hr (excl. VAT).

NB: When submitting your quotation, please include the following:

1. Quotation with breakdown of costs.
2. Hourly rate per resource(s).
3. Hours to be allocated.
4. How many resource(s) will be working with the Municipality.
5. Resource(s) CV's.
6. If during the appointment the resource(s) is not available, will the resource(s) be replaced.

Please note that disbursements should also be covered under the overall budgeted amounts.

Please submit the quotation **by not later than Wednesday, 13 November 2024 at 12:00.**

AKQ

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
Nonhlanhla Mzimela	7806290471088	N/A

2.2 Do you, or any person connected with the bidder, have a relationship

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.

AM

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
..................N/A..................
....

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:
........MAAA0232358, MAAA0532449........
MAAA0562894, MAAA1184993........

3 DECLARATION

I, the undersigned, (name).....Awonke Mgikijela..................... 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

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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.

AQ

institution in relation to this procurement process prior to and during the 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.

………………………………	11 November 2024
Signature	Date
Senior Consultant	Qhubeka Business Solutions
Position	Name of bidder

AKQ

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	
2	9
3	7

4	6
5	4
6	3
7	2
8	1
[redacted]	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	[redacted]

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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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.

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	4
100% Black Women owned	3	3
100 % Youth	3	0

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm: Qhubeko Business Solutions

4.4. Company registration number: 2009/133734/23

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

AKQ

[TICK APPLICABLE BOX]

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:	Awonke Majikijela
DATE:	11/11/2024
ADDRESS:	11 Inanda Road
	HILLCREST
	3650
	………………………………

AKQ

QUOTATIONS

AKQ

11 Inanda Road
Hillcrest
3650

Skhuthele Building Projects CC
Reg. No.: 2009/133734/23
Vat No:4030260816

Tel.: 031 – 785 9152
Fax. 086 2638663
POSTNET SUITE 133,
P/BAG X01,
UMHLANGA
4320

South African Local Government Association

Menlyn Corporate Park, Block B,
175 Corobay Avenue, Cnr Garsfontein & Corobay,
Waterkloof Glen Ext 11,
Pretoria

SALGA/18/2022

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Project Manager	Mbali Zungu (CA)SA	60	16	350	336,000
Consultant	Awonke Majikijela	120	16	250	480,000
Consultant	Mthokozisi Mdlalose	70	16	250	280,000
Acommodation and Travel					164,400
Sub total					**1,260,400**
VAT					189,060
Total Including VAT					**1,449,460.00**

Ak

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRICE

I, the undersigned,

Full name & Surname	Nonhlanhla Mzimela
Identity number	7806290471088

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	Qhubeka Business Solutions
Trading Name	Qhubeka Business Solutions
Registration Number	2009/133734/23
Enterprise Address	11 Inanda Road, Hillcrest,3650

3. I hereby declare under oath that:

- The enterprise is 100 % black owned;
- The enterprise is 100 % black woman owned;
- Based on the management accounts and other information available on the 2024 financial year, the income did not exceed R10 000 000.00(ten million rands);
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black owned	**Level One** (135% B-BBEE procurement recognition)	✓
More than 51% black owned	**Level Two** (125% B-BBEE procurement recognition)	
Less than 51% black owned	**Level Four** (100% B-BBEE procurement recognition)	

4. The entity is an improvement supplier in terms of **the dti** Code of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for period of 12 months from the date signed by commissioner.

Deponent Signature:

Date: 11/11/2024

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024

Commissioner of Oaths

Date

Signature

Signature & Stamp

CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT
NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN
ALTERED BY UNAUTHORIZED PERSONS.

Surname:
MZIMELA
Names:
NONHLANHLA QHUBEKILE
Sex:
F
Nationality:
RSA
Identity Number:
7806290471088
Date of Birth:
29 JUN 1978
Country of Birth:
RSA
Status:
CITIZEN

Signature:

Conditions:
s card has been issued by the
partment of Home Affairs in terms of the
ntification Act, Act 68 of 1997
nd please return to the Department of Home Affairs
nquiry or verification purposes contact 0800 60 11 90

Date of Issue:
05 JAN 2020

RSA

112161471

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

Dlobela

11/11/2024
Date

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NO INDICATIONS THAT THE ORI... ...SONS.
ALTERED BY U...

Ak

11 Inanda Road
Hillcrest
3650

Skhuthele Building Projects CC
Reg. No.: 2009/133734/23
Vat No:4030260816

Tel.: 031 – 785 9152
Fax. 086 2638663
POSTNET SUITE 133,
P/BAG X01,
UMHLANGA
4320

In meeting held on the 09 January 2023

It was resolved that the director (Ms Nonhlannhla Mzimela:7806290471088) of Qhubeka Business Solutions has appointed Ms Awonke Kholosa Qaqamba Majikijela (ID:9409190668081) as the signatory for all tender documents and related

09 January 2023

Signatory

Date

09 January 2023

Director (Qhubeka Business Solutions)

Date

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

09/01/2023
Date

Signature

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CV'S

AND

QUALIFICATIONS

CURRICULUM VITAE

MBALENHLE GUGU ZUNGU
P.O. Box 8 Hlabisa 3937; (Cell) 073 909 1338
(e-mail) mbalegugu@gmail.com
Nationality : South African
Licence: Code 10
Languages: IsiZulu,English and Afrikaans
Availability: 7 working days

EDUCATION

Qualifications

Current Qualification- Master's in taxation -To be completed on 31 December 2024

Highest Qualification - Qualified Chartered Accountant (Membership No-30668860)

Other Qualifications

- SAICA BOARD II (Assessment of Professional Competence)
- SAICA BOARD I (Initial Test Competence)
- Post Graduate Diploma – Accounting (with CTA)
- Certificate in Municipal Financial Management (SAQA ID No. 48965)
- Honours Degree: Bachelor of Commerce (Accounting)
- Bachelor of Commerce Degree-(Accounting)

PROFESSIONAL DEVELOPMENT

Professional Skills

- Risk Management Concepts and Frameworks
- King IV and Corporate Governance Principles
- All relevant legislation including PFMA, NCA and Companies Act
- Supply Chain Management
- Financial Management
- Corporate Finance
- Business Cases
- Budgets
- Stakeholder Relationship Management
- Commercial Awareness
- Performance Management
- Cash Management
- SAP (FI Model), Pastel Evolution System and ITS Financial System

Ak

Work Experience

University of Zululand
Manager Treasury
Reporting to: Director Cost and Management Accounting
01 August 2022 to date

- Conduct short-term and long-term cash flow planning.
- Manage daily cash balances.
- Ensure that bank and investment transactions are correctly recorded in the GL.
- Investment of excess funds.
- Investment of restricted funds as per funder requirements.
- Monitor performance of investment managers and and advisors as well as the accuracy of reporting.
- Manage investments in line with the principles set out in the Investment Policy.
- Ensure that investment returns are accurately allocated.
- Prepare management reports for review by the Director and for use by management committees by 15th of every month.
- Prepare and submit quarterly investment performance reports to the Investment Committee.
- Maintain relationships with the managers at bank and investment institutions (Fund managers.
- Input in the preparation of annual budget.
- Monitor of expenditure to ensure it does not exceed the budget.
- Approve and sign purchase requisition as per the approved DOA.
- Manage the performance of subordinates in accordance with the performance management policy and procedure and carry out bi-annual performance reviews.
- Assist in Implementation of the investment strategy.
- Prepare and assist in updating system description for Treasury sections.
- Investigate all instances where cash is received and propose a uniform system of banking cash.
- Provide reliable, timely accurate and meaningful financial information.
- Review bank reconciliations prepared by direct report and accountants (Monthly and Year end). Follow up on exceptions.
- Identify and escalate risks related to bank and investment transactions to the Director
- Manage signatories on bank and investment accounts.
- Manage the risk of unauthorised access to University accounts and unauthorised transactions.
- Ensure that bank and investment transactions are reflected correctly in the financial statements.

Ak

Transnet Freight Rail Head Office
Manager Finance and Admin
Reporting to: Senior Manager Finance
01 July 2019 to 31 July 2022

Corporate Finance and Reporting

- Manage and ensure accurate and efficient processing of financial and tax information.
- Co-ordinate the month-end close process of the GFB, ensuring accuracy, validity and completeness of journals.
- Ensure the integrity of the General Ledger and other finance and tax related information.
- Review and sign off all finance reconciliations within a stipulated timeframe.
- Review all reports prepared by the finance teams to ensure accuracy, compliance with applicable legislation, IFRS standards and Policies prior to distribution to the relevant recipients.
- Design and implement financial reporting process standards/controls that will ensure financial reporting is complete, accurate and performed timeously for all statutory, shareholder and internal reporting requirements.
- Direct, co-ordinate and produce comprehensive financial performance reports for GFB, including but not limited to trial balance, monthly flash, management accounts, other analysis reports.
- Responsible for the submission of comprehensive GFB finance packs to the finance committees.
- To extract, aggregate and consolidate statutory financial and monthly management information to enable the delivery of accurate and timeous reports, in accordance and compliance with the Transnet reporting requirements and accounting policies and procedures.
- Maintaining an adequate audit trail of monthly and annual reporting to ensure that record retention is following statutory requirements.
- Ensure that the external audit financial reporting assurance assessment is unqualified.
- Support all the assurance activities by internal and external assurance providers.
- Ensure that related audit findings are responded to, monitored, and addressed within an acceptable period of time.
- Establish an internal control process with effective mechanisms that deliver a high level of corporate governance. This will include the identification of improvements to be made to business processes and controls, as well as monitoring that the business areas are compliant and are completing the monthly control signoffs.

ALC

Management Accounting

- Prepare regional top-down budgets and forecasts: revenue, opex and capex.
- Prepare balance sheet planning and cashflow forecasts.
- Provide performance variance reports, analysis, and commentary.
- Provide performance dashboards, per region, portfolio, and lease contract.
- Provide profit and loss reports per region, portfolio, and lease contract.
- Assist the Management accounting team with the Corporate plan in ensuring that the financial numbers included in the
- reports are valid accurate and complete.

Non-Current assets

- Support the Financial accountant in ensuring a complete and valid IFRS compliant Fixed Assets Register.
- Review monthly asset roll forward schedule.
- Review Disposals summaries.
- Review Capex expenditure.
- Review impairment summaries to ensure completeness, accuracy, and validity.

Other

- Support TFR Exec in other non-Financial and non-departmental roles as required to achieve a truly business partnering function.
- Manage subordinates by allocating work, assessing progress, coaching, training, motivate and inspire to ensure productive.
- utilisation of staff in line with their role objectives. Instil a performance culture within the department to ensure overall.
- operational efficiency and customer satisfaction. Ensure talent management, succession planning and recruiting are done.
- timeously, and training targets are met. Ensure continued professional development for everyone in the department.
- Assist with the monitoring of the internal controls in the financial environment.

AK

Transnet Freight Rail Head Office
Manager Compliance and Governance
Reporting to: Senior Manager Finance
Direct Reports (5): Compliance and Internal Control Specialist
01 September 2017 to 30 June 2019

Issue Tracking Management

- Establish relationships with all relevant stakeholders per portfolio (i.e. TIA Competency Lead, Audit Issue Champions, Senior Managers, Executive Managers and General Managers).
- Familiarise yourself with TIA audit plan, other assurance activities, and process improvement activities planned and understanding interdependencies and how Internal Control Office can influence these positively.
- Participate in the entire audit process from kick off progress to GM close out.
- Ensure robust discussions and workshops are held with TIA and management team during the close out phase for effective root cause identification and development of appropriate remedial actions.
- Review audit report to ensure findings, root causes, and management action are appropriate.
- Also ensure these have been close out with all required levels of management and accepted.
- Review final report and ITM template for upload.
- Perform follow up and support task owners and process owners to ensure prompt remediation of open exposures.
- Consolidate feedback received from process owners for reporting to the Group Internal Control Committee and Transnet Freight Rail Internal Steering Committee and other.

PFMA Training Awareness & Reporting

- Perform ongoing PFMA training and awareness per the Transnet Group or TFR specific initiative guidelines or mandate.
- Obtain and consolidate PFMA reports from the BU's including the Corporate Office.
- Review PFMA issues reported by each BU and corporate office for validity and include the Consolidated PFMA report If valid.
- Review the above to ensure root causes and remedial action are appropriate.
- Timeous follow up on all outstanding action plans to address PFMA reported issues.
- Prepare PFMA pack submission.
- Facilitate and implement Transnet Group PFMA month end and year end procedures.
- Give feedback to Transnet Group on all PFMA issues raised.
- Escalate PFMA findings to appropriate forums to ensure continuous improvement of controls.
- Compile and Submit Quarterly Financial Misconduct report, submit to PFMA Forum and update CURA system accordingly.

Al

Control Self-Assessment

- Provide training and guidance to new process owners/control owners on the use of CSA.
- Maintain complete and accurate the Control Self-Assessment database.
- Ensure all available frameworks are loaded on SAP GRC for CSA purposes.
- Ensure all locations where controls are being performed are loaded on SAP GRC for CSA purposes.
- Facilitate on time completion of CSA assessment items.
- Compile report of completion status and accuracy of CSA result vs other assurance results and report these to relevant Committees and ensure that Transnet Group CSA related requirements are met.
- Compile process control framework by involving both process owners and Transnet Internal Audit.
- Facilitate uploading of the Control framework on to SAP GRC.
- Compile monthly Compliance BU's pack with CSA statistics.

Power BI Exception

- Training and visibility session to introduce Power BI.
- Ensure process dashboard are being reviewed monthly.
- Monitor reduction in number of exceptions identified.
- Ensure all refinements requested by process owners are implemented timely.
- Compile Power BI status reports for different forums within TFR.

Payment Exception Analysis

- Identifying the following key risks areas in the payment process and provide assurance to ensure that these risks are adequately mitigated.
  Delegation -All payments are measured against the individual's delegation limits.
  Segregation of duties-PO Creator vs GRV Creator, Exception Report; PO Creator vs PO Release Exception, PO Release vs GRV Creator Exception Report, PO within Delegation exception report; Requisition within Delegation exception report.
- Obtain and keep repository of the relevant supporting documents.

TIA Billing and spend review, analysis, and reconciliation.

- Review the monthly bill received from Internal Audit Centre for accuracy.
- Identify and ensure that discrepancies are resolved.
- Obtain scoping letters and reports for Projects audited by Transnet Internal Audit If requested by the Internal Audit Liaison.
- Schedule and request monthly meetings with Internal Audit Liaison and Transnet Internal Audit partner and submit the approval form to the Internal Audit
- Complete and ensure sign off of the payment approval form by Internal Audit Liaison and Internal Audit Partner and submit the approval form to the Internal Audit Centre to ensure accurate payment.
- Accruals are raised where applicable and monitored monthly to ensure proper cost allocation.
- Reconcile provision and Income Statement general ledger accounts used for internal audit fees monthly for accuracy.
- Identify and communicate anomalies to Senior Managers on the delegation authority contracts in Transnet Freight Rail Finance.

A

Secretariat function for PFMA Committee and Main ICS

- Make all necessary arrangement prior to the Committee Meetings, including booking a venue, sending out the pack to be discussed during the meeting and invite all attendees and invitees.
- Send out the meeting invites and the corporate pack to all members and invitees of the Committees.
- Maintain the attendance register and confidentially schedules, and minute book. Ensure the minute book is signed off on a quarterly basis by the relevant Chairperson of the meeting.
- Attend meetings and compile the packs, quarterly minutes, action list and attendance registers and declaration of interest.
- Ensure all amendments to the minutes are updated timeously and signed off and filed into minute book.
- Accurate and timeous submission to Corporate ICSC, Exco and FINCO.
- Compile ICSC and PFMA Committee minutes.

01 February 2014 to 31 January 2017
Accountant-in- Training (CA Training Programme)
01 February 2014 to 31 January 2017
Accountant-in- Training (CA Training Programme)
Transnet
Reporting to: Divisional Manager: Financial Accountant
Indirect Report: (15) Financial Accountant

1. Financial Reporting- Transnet Port Terminal & Group Reporting
   - Monthly Reporting of financial Result and meeting of reporting deadlines.
   - Preparing of Consolidated TPT Financial Statement ensuring accuracy, validity and completeness of TPT's Financial statement in compliance with IFRS and other legislative requirements.
   - Preparation of month end entries in line with the relevant accounting standards.
   - Signing off and validating HQ compliance with internal controls (FSCP for Finance HQ).
   - Liaise with external auditors during quarterly, interim and year end audit and attend to any issues raised.
   - Reviewing and approval of creditors reconciliations for payment.
   - Providing terminals and other departments on technical opinions, information required to ensure compliance with IFRS and other financial regulatory frameworks.
   - Authorizing Journal Entries.
   - General Ledger Reconciliations.
   - Validating invoices for payment approval.
   - Reviewing creditors age analysis.
   - Following up on GR/IR ageing.
   - Calculation and Analysis of Borrowing Costs.
   - CAPEX Reports (Projects Capitalization Status Reports, Capex Expenditure reports).

Al

Reporting to: Divisional Manager: Taxation
Indirect Report: (15) Financial Accountant

2. Taxation - Transnet Port Terminal
   - Income Tax Computation.
   - Deferred Tax Computation.
   - Monthly Income Tax Returns (on Corp smarts and OneSource Systems).
   - Monthly VAT Returns.
   - Quarterly COPEX files

Reporting to: Divisional Manager: Management Accountant
Indirect Report: (15) Management Accountant

3. Planning - Transnet Port Terminal

   - Reporting of the Ports Financial performance to the Port & Head Office for sound decision-making.
   - Implement and monitor management information systems and procedures to ensure accuracy of information.
   - Preparation of monthly forecast, strategic plan and annual budget in line with capacity and validated demand.
   - Preparing operating costs budgets for the company.
   - Preparing Capital Expenditure Budgets in line with planned capital projects.
   - Finance costs budgets in line with funding and borrowing plan.
   - Forecasting Income Tax Impact on the budgets.
   - Forecasting Borrowing Costs to be incurred and capitalized on planned capital projects.
   - Calculating performance variances on Revenue, Operating Costs, Depreciation, Inventory Work in Progress and Capital Expenditure.
   - Analysis of the variances and rrecommendations to address the variances identified.
   - Develop, maintain and distribute management reports as necessary to support the ongoing business and continuous improvement initiatives.
   - Preparation of supporting documentation for Group Reporting Packs monthly and analyze the key numbers provided for accuracy.
   - Co-ordinate and facilitate monthly Financial one to one session with BUMs to ensure buy in and purification of the financials.
   - Perform Interim and Year End deliverables per Head Office directives.
   - Prepare daily and monthly cash flows ensuring reasonability and accuracy.
   - Perform all ad hoc tasks per H/O and Financial Managers request accurately and timeously.
   - Compilation of early warning report.
   - Provide accurate and valuable input into the Tariff Model.
   - Quality and Timeliness of Month-end, Interim and Year- end financial reporting for Finco and Exco.

Reporting to: Revenue Accountant
Indirect Report: (15) Financial Accountant

4. Revenue and Debtors Management – Transnet Port Terminal
   - Ensuring the Revenue Billing Due List is cleared.
   - Reviewing Debtors Age Analysis and Debtors Days.
   - Ensuring long outstanding invoices are followed up and resolved.

AO

Reporting to: Manager: Fixed Asset
Indirect Report: (15) Fixed Asset Accountant

5. Fixed Assets Management- Transnet Port Terminal.
    - Ensure that all fixed asset activities are properly accounted for within the business.
    - Ensure that the Fixed Asset Register for the business is accurate, valid and complete and reconciles to the Trial Balance.
    - To ensure compliance in the business with all related CFRC's and CSA's.
    - Maintaining a list of all operating leases withing the allocated business.
    - Perform capitalization and settlements timeously.
    - Tracking asset verification against the annual verification plan for the business.
    - Prepare month-end Fixed Asset file.
    - Monitor and maintain borrowing cost register, retention register and capital wip progress reconciliation of these to business.

Reporting to: Manager: Supply Chain Services

6. Tender Evaluation – Transnet Port Terminal
    - Analysis Financial Statements for companies bidding for tenders.
    - Analyzing other financial information included in tender documents.

Reporting to: Divisional Manager: Capital Investment
Indirect Report: (15) Fixed Asset Accountant

7. Capital Investment Appraisal – Transnet Port Terminal
    - Documenting Business Cases for Capital Projects.
    - Calculating financial impact of proposed capital projects.
    - Presenting the Business Cases to the Investment Forum.
    - Calculates a reasonable range of values for business, using a combination of valuation techniques.
    - Identifies the critical assumptions and facts that underlie the valuation estimate including factors affecting the accuracy of the valuation.
    - Performs a sensitivity analysis on the assumptions used in the valuation model in order to obtain a reasonable range of possible values.

Reporting to: Divisional Manager: Costing
Indirect Report: (15) Management Accountant

8. Cost Management- Transnet Port Terminal
    - Understanding of the key drivers of margin and costs for projects.
    - Preparation of Transnet Port Terminal Costing Model.
    - Analyze the Allocation of Cost for Transnet Port Terminal.
    - Makes recommendations for improved cost control and cost efficiency.
    - Evaluates and documents cost allocation options within or across divisions within Transnet.

Reporting to: Divisional Manager: Commercial

9. Pricing
    - Identifies relevant information with application to business decisions for pricing.
    - Analysis of pricing strategy used by Transnet Port Terminal.
    - Evaluation of Contract Tariffs for Customers
    - Negotiation of Tariffs for Customers.

AKS

Reporting to: Group Financial Reporting Executive

10. Group Financial Reporting
    - Preparation of Annual Financial Statement for Transnet Group. (GRAP-National Treasury Reporting).
    - Preparation of Annual Financial Statement for Transnet Group Group(IFRS).
    - Reviewing of Integrated Reports and Sustainability Report.
    - Preparation of Transnet GMTN for Roadshows.
    - Preparation of Transnet Group Quarterly financial statements.
    - Preparation of Transnet Group Statistics Report.

Reporting to: Group Treasury

11. Group Treasury
    - Prepared consolidated monthly cash management forecast for Transnet.
    - Month end deviation reporting and investigation of deviations greater than the agreed target.
    - Prepared Monthly variance analysis report.
    - Report Treasury reporting in accordance with IFRS and Companies Act.
    - Report financial result for management reporting and strategic reporting.
    - Review forex movement and related analytical packagers for the fair value movement and derivatives to be reported.
    - Maintain proper debt service by managing scheduled repayments of principal, interest fees accrual and various loan notices.

REFRENCES:

Ntombifuthi Luthuli
Supply Chain and Governance Manager
Mobile:072 260 5222

Mbusiswa Ngcobo
Director:
Mobile: 083 247 5516

Catherine Modise
Manager: CA Trainee
Mobile: 083 222 9061

AK

SAICA

THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS

CERTIFICATE OF MEMBERSHIP

This is to recognise that

[illegible]alenhle Gugu Zungu

is a member of the Institute and became entitled to the designation Chartered Accountant (SA) in

2018

Given under the Common Seal of the Institute

Chief Executive Officer

Chairman

Membership of the Institute and entitlement to the designation is by virtue of membership of one of the societies prescribed in section 1(1) of Chartered Accountants Designation (Private) Act, 67 of 1993, as amended.

This certificate is the property of the Institute and must be returned on cessation of membership

[illegible]ICA LULAMA NOKULULEKO D[illegible]OBELA
PROFESSIONAL ACCOUNTANT (SA)
PA[illegible]036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG
3201

Date 11/11/2024

Signature

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NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORIZED PERSONS.

UNIVERSITY OF KWAZULU-NATAL

The Universities of Durban-Westville and Natal merged
to become the University of KwaZulu-Natal on 1 January 2004

This is to certify that

Mbalenhle Gugu Zungu

was admitted this day
at a congregation of the University
to the degree of

Bachelor of Commerce
(Accounting, Managerial Accounting & Finance)

having satisfied the conditions prescribed for the degree.

ONICA LULAMA NONKULULEKO DLOBE
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

Signature

11/11/2024
Date

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M.W Makgoba
Vice-Chancellor

E Mneney
Registrar

K Bhowan
Acting Dean

20 April 2007

UV PROTECTED

AKQ

UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

ONICA LULAMA NONCHI
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

Signature

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TO WHOM IT MAY CONCERN

2 December 2013

Re: Ms M. Zungu (Student number 204517079)

This is to certify that Ms M. Zungu (Student number 204517079) has achieved the following Final results for the Postgraduate Diploma in Accounting in the 2013 academic years:

	Year End Examinations
Advanced Accounting	50%
Advanced Auditing	50%
Advanced Managerial Accounting and Financial Management	59%
Advanced Tax and Estate Planning	60%
Overall	**55%**

Ms Zungu has successfully completed the Postgraduate Diploma in Accounting and qualifies to write the SAICA board examinations.

Yours sincerely

UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI
School of Accounting, Economics and Finance
2013 -12- 02
Signature:
Name: Ms C. Ahern

Carol Ahern
Teaching and Learning
School of Accounting, Economics and Finance
Golf Road Campus
Pietermaritzburg
Tel :(033) 260 5392
Fax : (033) 260 5347

UNIVERSITY OF KWAZULU-NATAL

The Universities of Durban-Westville and Natal merged to become the University of KwaZulu-Natal on 1 January 2004

This is to certify that

Mbalenhle Gugu Zungu

was admitted this day

Bachelor of Commerce Honours
(Accounting)

having satisfied the conditions prescribed for the degree.

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

Signature

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M W Makgoba
Vice-Chancellor

J J Meyerowitz
Acting Registrar

K Bhowan
Acting Dean

15 April 2008

UV PROTECTED

AWONKE MAJIKIJELA

Nationality: South African| **Gender:** Female
Home Address: 10 Youngs Avenue, Musgrave, Durban, 4001
Drivers Licence: C1 (Code 10) |**Languages**: English, IsiXhosa, isiZulu
Cell: 0765661788 | **E-mail:** awonke.majikijela@gmail.com

EDUCATION

TERTIARY EDUCATION:

1.

Tertiary Institution:	Regent Business School
Qualification:	Bachelor of Commerce in Accounting
Duration:	2014-2016
Status:	Completed

2.

Tertiary Institution:	Regent Business School
Qualification:	Higher Certificate in Accounting
Duration:	2013
Status:	Completed

SECONDARY EDUCATION:

High School attended:	Russell High School
Highest Grade Passed:	12
Year	2012

Professional Membership: South African Institute of Business Accountants

Membership Status : Business Accountant in Practice (SA)

Membership Number : SAIBA14096

AKQ

EMPLOYMENT HISTORY:

1.

Organization:	**Qhubeka Business Solutions**
Job Title:	Consultant
Duration:	Current
Duties held:	• UIFW investigation • Due diligence assessments • Prepare complaint reconciliations • Review of financial reconciliations • Prepare Annual Financial Statements • Assisting with compliance • conducted SCM internal audit projects. • Data cleansing exercise to maximize debt collection • Support in development of financial procedures to enhance internal controls in revenue management, expenditure management • Reviewing and analyzing annual financial statements • Reviewing and revising of municipal policies • Assist with training and supervision of Junior staff members • Develop and implement financial recovery plans • Expenditure Planning, and Monitoring • Preparation of Reports • Revenue Management • Municipal data collection and capturing • Assist municipalities to compile and adopt a credible and funded budget • Reviewing municipal final and adjustment budget in terms of MFMA • Review indigent, revenue and debt policies to improve internal controls for debt management • Support municipalities in the implementation of the indigent, credit and debt control policies • Review Indigent management registers • Reconcile indigent registers with debtors data and consider the write off of irrecoverable debt associated with indigents • Reviewed Rates Policies • Perform a reconciliation of municipal valuation roll against the billing to confirm the accuracy of property values and accuracy of billing •

Akq

2.

Organization:	**Department of Co-operative Governance and Traditional Affairs**
Job Title:	Intern – Municipal Finance
Duration:	April 2018- April 2020
Duties held:	• Reviewing municipal final and adjustment budget in terms of MFMA • Cash flow assessment • Support in development of financial procedures to enhance internal controls in asset management, revenue management, SCM, contract management and expenditure management • Reviewing and analyzing municipalities annual financial statements working paper files of municipalities for audit readiness • Review of financial reconciliations • Reviewing municipal policies • Review of audit action plan for resolution of audit queries • Cost containment measures and implementation • Financial reporting • Review of interim financial statements • Integrated development plan assessment • Analyse and provide feedback on Unauthorised, Irregular, Fruitless & Wasteful (UIFW) registers. • Provide support in addressing audit findings relating to non-compliance Supply Chain Management regulations. • Review SCM policies and analyse procurement plans in alignment performance management plans. • Analyse and advise municipalities on the composition of Bid Committees. • Assess functionality of Bid Committees. • Municipal data collection and capturing • Analysis of municipal data • Organizing meetings, trainings and workshops • Minute taking at meetings, trainings and workshops

Akq

3.

Organization:	**Department of Co-operative Governance and Traditional Affairs**
Job Title:	In-service trainee – Municipal Finance
Duration:	March 2017- April 2018
Duties held:	• Reviewing municipal final and adjustment budget in terms of MFMA • Cash flow assessment • Reviewing and analyzing municipalities annual financial statements • Review of financial reconciliations • Cost containment measures and implementation • Financial reporting • Review of interim financial statements • Integrated development plan assessment • Municipal data collection and capturing • Analysis of municipal data

SKILLS AND KNOWLEDGE:

Skill	Proficiency
Working knowledge of Municipal Act(MFMA)	Good
Working knowledge of Public Finance Management Act(PFMA)	Good
Working Knowledge of Treasury Regulations	Good
Working Knowledge of budgeting and MTEF	Good
BAS	Good
Computer literacy (Microsoft Word, Excel, PowerPoint, Office, Project)	Good
Working knowledge GAAP	Good
Data capturing and management	Good
Problem solving	Good
Planning	Good
Financial Administration	Good
Interpersonal Communication	Good
Report writing and minute taking	Good
Presentation Skills	Good

AKQ

REFERENCE:

Name:	Ms Nonhlanhla Mzimela
Organization:	Qhubeka Business Solutions
Job title:	Director
Contact number:	065 967 6907

Name:	Mrs Nompumelelo Majola
Organization:	Department of Co-operative Governance and Traditional Affairs
Job title:	Deputy Director- Municipal Finance
Contact number:	(033) 355 6226/ 073 628 0267

Name:	Ms Nokukhanya Mthembu
Organization:	Department of Co-operative Governance and Traditional Affairs
Job title:	Assistant Director- Municipal Finance
Contact number:	083 229 3421

AKG

saiba

SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS

This is to certify that

Awonke Majikijela

is a member of the Institute and became entitled to the designation

Business Accountant in Practice (SA)

given under the common seal of the Institute

2023

P de Jager
Chairperson

N van Wyk
Chief Executive Officer

The Southern African Institute for Business Accountants (NPC)

The certificate has been issued by: Southern African Institute for Business Accountants NPC Reg. No. 1990/005364/08
The Workspace, Cnr Pinaster Avenue and 18th Street, The Club Shopping Centre, Second Floor, Hazelwood, 0081
Tel: 012 643 1800 Email: saiba@saiba.org.za.

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAVIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

Signature

* Valid until 31 December, 202[illegible]

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ALTERED BY UNAUTHORISED PERSONS.

Designation Number: BAP(SA)14196
Mobile Number: +27*65*61*88
Email Address: aw*nk*.ma*ik*je*a@g*ai*.co*

POWERED BY
PRIVYSEAL®

AKQ

Regent Business School

This is to certify that

Awonke Kholosa Qaqamba Majikijela
(Student Number: BACT1140747F)

having fulfilled all the requirements
has been awarded the

Bachelor of
Commerce in Accounting Degree

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
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Registrar

Principal

Issued on: 16th September 2017
RBS3598

Accredited by the Council on Higher Education (CHE)
Registered with the Department of Higher Education and Training (DHET) Reg. No. 2000/HE07/012

Regent Business School

This is to certify that

Awonke Kholosa Qaqamba Majikijela

(Student Number: HCIA1130357)

having fulfilled all the requirements
has been awarded the

Higher Certificate in Accounting

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
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Registrar

Principal

Issued on: 27th September 2014

RBS1137

Accredited by the Council on Higher Education (CHE)

Registered with the Department of Higher Education and Training (DHET) Reg. Nº. 2000/HE07/012

PSAAA

PUBLIC SECTOR
ACCOUNTANCY AND AUDIT
ACADEMY

Certificate

This is to certify that

Awonke Majikijela

ID Number: 940919 0668 081

has attended

GRAP Standards

from 21 July - 1 September 2022

Russel Morena
CEO

Thereso Sebaka
Chairperson

CPD Points: 2

Certificate No: 1901-08-02

Date Issued: 13 September 2022

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
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Signature

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AKQ

PSAAA

PUBLIC SECTOR
ACCOUNTANCY AND AUDIT
ACADEMY

Certificate

This is to certify that

Awonke Majikijela

ID Number: 940919 0668 081

has attended

Modified Cash Standard

from 21 July - 1 September 2022

Russel Morena
CEO

Thereso Sebaka
Chairperson

CPD Points: 2

Certificate No: 748

Date Issued: 13 September 2022

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PRA5066
4 THAVIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

Signature

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AKQ

SITA

Certificate of Achievement

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

Dela
Signature

11/11/2024
Date

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This is to certify that

Majikijela A

9409190668081

has excelled in

MS Excel 2010 Level Two

14-15 Feb 2019

Braat
SITA Training

15 Feb 2019
Date

EXCEL2010/L2/2/2019/COGTA/11

s t a t e i n f o r m a t i o n t e c h n o l o g y a g e n c y

AKQ

CURRICULUM VITAE

MTHOKOZISI MDLALOSE

I.D. Number: 950630 5332 089

52 Third Avenue Ashley Pinetown 3610 / 18 Mitchell Street Greytown-3250
P.O. Box 2364 Tugela Ferry - 3010

Tel: (031) 785 9152 (w)
Cell: 071 193 4589 / 060 442 7243
Email: sazmdlalose@gmail.com

Key Attributes and Competencies:

- Good verbal and written communication skills.
- Ability to function effectively under pressure / deadline orientated.
- Ability to communicate in isiZulu and English.
- Good inter-personal and organizational skills.
- Knowledge MFMA, DoRA, PFMA, GRAP, PPPFA, CIDB and Treasury regulations.
- Knowledge of the Municipal Sytems Act, Municipal Structures Act, MPRA, Treasury Regulations, RSA Constitution

Qualifications:

1. Certificate in Municipal Finance Management Act (MFMA)- @ Kgolo Institute (NQF level 6)

2. National Diploma in Taxation @ Durban University of Technology(NQF level 6)

3. Senior Certificate (Matric) @ Kwazenzele High School (NQF level 5)

I am in possession of driver's licence (Code c1/ 10)

Computer Literacy:

- MS Office Suite (Excel, Word & PowerPoint).
- Proficient in accounts software, Contract Management administration.
- Internet, Data Capture and Pastel Accounting 2008
- SAGE

AKQ

Work Experience

1. **Employer : Qhubeka Business Solutions**
   Position : Junior Consultant
   Period : January 2024 -To date

- Undertake short-term or long-term projects to address a variety of issues and needs.
- Meet with management or appropriate staff to understand their requirements
- Use interviews, surveys etc. to collect necessary data
- Conduct situational and data analysis to identify and understand a problem or issue
- Present and explain findings to appropriate executives
- Provide advice or suggestions for improvement according to objectives
- Formulate plans to implement recommendations and overcome objections
- Evaluate the situation periodically and adjust when needed

2. **Employer : Umvoti local Municipality**
   Position : Assets Officer
   Period : January 2021- November 2023
   Section : Budget and Treasury Office

- Ensure effective management of municipal asset according to the asset
- management policy and requirements of GRAP 17.
- Ensuring that all new assets acquired are insured adequately.
- Obtain necessary council authority to auction, sell or write-off of assets
- that are declared obsolete/redundant
- Ensuring that proper administrative control over all assets belonging to the
- council is maintained.
- Prepare monthly reconciliation between asset register and ledger
- Bar coding of all municipal tangible assets
- Conduct asset verification
- Prepare the motivations for write offs/or sale through auction or other
- prescribed means of disposal of assets exceeding the allowable life cycle.
- Record and classify new assets on the asset register.
- File invoices and documents for transfers, disposal and scrapped assets.
- Calculate depreciation of assets for updating the fixed register on monthly
- basis.
- Generating Specific reports from the system to determine critical needs.
- Updating files and record keeping systems using sequential alphanumeric
- references to code documentation/ correspondence and reports and / or
- retrieving specific information to support processing adjustments/ queries.
- Prepare any other reports required by the asset accountant.
- Collating and verifying transactional documentation and forwarding to
- asset accountant for further processing and resolving queries and making

AKQ

- available necessary supporting documentation.
- Recording all municipal asset in the insurance schedule for submitting to
- insures Receiving claims from departments and individuals for
- review and processing.
- Submitting all received claims to insurers.
- Advising insurers to remove items that has been disposed or written off
- from the insurance schedule/ register.
- Monitoring the process of the asset insurance report to ensure that the
- assets are properly insured
- Impairment of assets, assessments of useful lives

3. Employer : Umvoti Municipality
Position : Finance Intern
Period : January 2019 – January 2021
Section : Assets, Revenue, Expenditure and SCM

- Strategically involved in financial reform capacity
- Allocate interest and Grants received to votes
- Preparing of orders
- Make follow up on outstanding orders
- Receive requisitions and check the availability of funds and the correct vote to be used
- Coordinate and control the application of accounting procedures within the branch by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/ retrieval of accounting information
- Verify all payment vouchers to be processed for payment to different creditors
- Petty cash controller
- Deal with creditors queries
- Check all journals entries
- Check monthly salaries & wages
- Assist in ensuring compliance with the MFMA and implementation of GRAP
- Assist the CFO in preparing annual budget and adjustment budget
- Prepare investment register and Grant Register
- Prepare all suspense account reconciliation and bank reconciliation
- Attend to the opening of bids in public
- Evaluate quotations as per bidding points
- Support and contributing to fair, equitable, transparent and cost effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks.

MEMBER OF THE FOLLOWING DEPARTMENTAL STRUCTURES

- Member of Assets management committee of the Municipality
- Member of Assets Disposal committee

AkQ

References:

1. Mr. E.V Mdlalose – Umshwathi Local Municipality
   Position: Chief Financial Officer
   Contact numbers: 082 921 8577
   Email: khehla100@gmail.com

2. Ms. N.M Masikane – Umvoti Local Municipality
   Position: Budget and Reporting Accountant
   Contact numbers: 072 706 7589
   Email: noccymasikane89@gmail.com

3. Mr. S Kaziko – Umvoti Local Municipality
   Position: Acting Chief Financial Officer
   Contact numbers: 073 605 3367
   Email: samsonkaziko@gmail.com

AKQ

DUT DURBAN UNIVERSITY OF TECHNOLOGY

This is to certify that the

National Diploma

in

TAXATION

was awarded to

MTHOKOZISI MDLALOSE

(9506305332089)

with effect from

29 November 2017

at a congregation of the University

ONIOLULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

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Prof Thandwa Z Mthembu
Vice-Chancellor and Principal

Prof T Meyiwa
Registrar

No:57312FZ

00025019

... of the Durban University of Technology Council in terms of the Higher Education Act 1997 (Act No 101 of 1997)

AKQ

EMPOWERING WISE MINDS

KGOLO INSTITUTE

Certificate of Competence

It is hereby certified that

Mthokozisi Mdlalose

ID No.: 950630 5332 089

has met all the requirements to be considered a graduate of the

Municipal Finance Management Programme

as per Gazette 29967 of 15 June 2007

CERTIFICATE NO: 8834

Signed for Kgolo Institute
Mothabela Kgolo Ephraim Makgato
Chief Executive Officer
Date of Issue:
25 July 2022

LGSETA Local Government Sector Education & Training Authority

SAQA

NICA LAMA NKULULEKO DLOZELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 TAVIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

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REPLACEMENT RESOURCES

CURRICULUM VITAE OF
NONHLANHLA QHUBEKILE MZIMELA
24 Helen Baxter
Glenmore
Durban
South Africa
4001
0317859152/0659676907
nonhlanhlam@qhubekabs.co.za

PERSONAL DETAILS

Surname	: Mzimela
Full Names	: Nonhlanhla Qhubekile
ID Number	: 7806290471088
Gender	: Female
Driver's Licence	: Code 10

EDUCATIONAL HIGH SCHOOLN QUALIFICATION

Last School Attended	: Masibumbane High School
Highest Standard Passed	: Matric
Year Obtained	: 1995

TERTIARY QUALIFICATION

2022	: Diploma in Management Accounting (Current Studies)
Institution	: CIMA Global
Courses	:Managing Finance in a digital world :Financial Reporting :Management Accounting
2022	: Certificate in Business Accounting
Institution	: CIMA Global
Courses	: Fundamentals of Ethics, Corporate Governance&Business Law : Fundamentals of Financial Accounting : Fundamentals of Management Accounting : Fundamentals of Business Economics

AKQ

2017	: Certificate: Municipal Finance Management
Institution	: Umqondo Consultancy (LGSETA)
Courses	: Municipal Finance Management
2001	: Certificate in Accountancy (Postgraduate Certificate)
Institution	: University of Kwazulu Natal (Durban)
Courses	: Financial Accounting, : Managerial Accounting &Finance : Taxation and Auditing
1999	: National Diploma in Cost and Management Accounting
Institution	: Mangosuthu Technikon
Courses	: Financial Accounting 1-3;Business Law; Taxation; Corporate Law1 Cost and Management Accounting1-3 End-User Computing; Internal Control And Code of Ethics; Quantitative Techniques
OTHER COURSES:	: Targetted Selection **(Deloitte Consulting)** : Performance Management **(Nortje and Associates)**

PROFESSIONAL TRAINING

Accounting Firm	: Office of the Auditor-General
Period	: 2001 – 2004
Position held	: Trainee Accountant (SAICA Articles)
Article Period	: 1January 2002-31 December 2004
Accounting Firm	: Balan Chetty & Co.Chartered Accountants
Period	: 15 October 2004 to 15 December 2004
Position Held	: Trainee Accountant (Seconded by AG)

PROFESSIONAL MEMBERSHIP	: Institute of Internal Auditors (SA)
Membership Status	: Full member
Membership Number	: 90114

AKQ

EMPLOYMENT HISTORY

LNN Investments	Compliance Manager for Dube Trade Port Corporation 01 December 2022-28 February 2023 • Review all tender documents to ensure SCM compliance as per the BAC rules and submit to the Senior Supply chain Manager for approval • Do presentations to the BAC on compliance for each RFP • Manage staff and other consultants under the compliance unit
Jozini and Hlabisa Municipalities **Profile**	Chair of the Risk Management Committee 01 May 2021 - Date Facilitate Risk assessments and the implementation plans for the municipality
iSimangaliso Wetlands Part Authority **Profile**	Chair of the Audit and Risk Committee 1 June 2020 to date • Review Annual Financial Statements & Annual Reports prior to finalization, Review and approve Internal Audit Plan and monitor the work of Internal Audit, Review and suggest improvements to Risk Management & Internal Controls • General Oversight on Finance, Audit and Risk Management issues
eDumbe Local Municipality Position Period Profile and achievements	Financial Administrator on behalf of the Province of KwaZullu Nātal 01 September 2017 to 31 March 2018 • Develop and implement a financial recovery plan for the municipality that saw improvements in the municipality's cash flow • Negotiated and managed the Eskom Debt where Eskom withdrew their intention to cut off the municipality • Improved stakeholder management • Managed the long outstanding creditors • Improved contract management for the municipality • Capacitated the finance department into producing inhouse Annual Financial Statements
Mtubatuba Municipality	Acting Municipal Manager

AKQ

 Position Period Position Period Job Profile and Achivements	01 October 2015-31 September 2016 Acting CFO 01 June 2015-31 September 2016 • Overall responsibility for Revenue Management, Expenditure Management, Supply Chain Management, Budget & Treasury Office as well as provide advice to Municipal Manager and other Officials on Finance matters • Managing full staff complement which includes four (4) Senior Managers heading for major units in financial services department and Chairman of Bid Adjudication Committee • Table and Present Annual to Budget Steering Committee (Exco) and Full Municipal Council for approval • Table and Present Monthly Budget Statements (In-Year-Report) to the Finance Committee on a monthly basis • Attend all portfolio committees as Head of Finance portfolio as well as all Exco, MPAC , and Full Council • Annual review of municipality tariff and all the budget and finance-related policies • Provide strategic leadership, advise and direction on matters of Financial performance, budget process administration and monitoring, to the Municipal Manager and Council • Liaise with various stakeholders including National Treasury, DCOG, KZNCOGTA, KZNPT on financial compliance and reporting requirements • Monitor preparation of Annual Financial Statements (AFS), conduct reviews and present AFS to Audit Committee, Cogta, National and Provincial treasury as well as Auditor General • Co-ordinate responses to both Internal and External Auditors as well developing and managing implementation of internal controls and audit action plan • Negotiate with National Cogta and National Treasury for the municipality to receive withheld grants • Improve Revenue collection for the municipality thus improving the cash flow status of the municipality • Improve the Supply Chain management implementation of the municipality • Support the administrator in implementing the recovery plan • Improved Stakeholder management
DBSA/ National Treasury Position Job Profile	**1 November 2009 – 30 September 2011** Financial Expert / MFMA Advisor (Mpumalanga Province) • Prepare assessment reports on clients (Municipalities) • Provide Advisory to the MEC Finance • Develop financial recovery plans for municipalities • Train staff members on financial Management and MFMA reporting • Submit and liaise with Vulindlela Academy the training needs within the municipality • Give guidance and assistance to other team members responsible for the implementation of recovery plans in other municipalities • Assist in the development and implementation of financial policies

AKQ

	• Train DBSA and National Treasury Financial Interns on the job and monitor their Training programme
Stakeholders working with	• National Treasury, KZN Treasury, Cogta and Auditor General, Mpumalanga Treasury, Salga
Other Stakeholders	• Eskom, Accounting firms involved in the project (Professional Service Providers)
Qhubeka Business Solutions **Projects Involved in**	01 November 2011- Date Consulting within the local government sphere **MFIP-** Municipal Finance Improvement Programme by the National Treasury within the **UMkhanyakude District Municipality-** Document recovery and preparation of the Annual Financial Statements 2011/12 **KwaSani Local Municipality- Acting CFO** - capacity building for the Finance Department, compilation of the Annual Financial Statement **Panel member/ company for the Operation Clean Audit 2014** for the KwaZulu Natal department of Co-operate Government (2013-2015) three year project to provide strategies in selected municipalities on how to improve audit opinions. ***Resent Achievements on the projects involved in : (OPCA 2014)*** **Umhlabuyalingana Municipality** (Disclaimer 2012- Unqualified Opinion 2013) **Big 5 False Bay Municipality** (Qualification 2012 – Unqualified 2013) **Jozini Municipality** (Qualification 2012 – Unqualified 2013) **uMkhanyakude District Municipality** (Disclaimer 2012 – Qualification 2013) **uThukela District Municipality** (Disclaimer 2013-Qualification 2014) **PEFA- Limpopo Province** – Review of the status of the government reforms implementation within the province / Subnational government, **PEFA- Mpumalanga Province** – Review of the status of the government reforms implementation within the province / Subnational government, this project is on-going and is done through Ace International Consultants and reported to the National Treasury of South Africa. Appointment by **National Treasury** to be part of the Municipal Infrastructure programme (MFIP) for a period of two years 2020-2022 **Other Projects:** • Data Cleansing Exercise and Revenue enhancement (Big 5 False Bay Municipality) • 2012/2013 Annual Report Compilation (Big 5 False Bay and KwaSani Municipality) • Umuziwabantu Municipality (Annual Financial Statements compilation and capacity building) • Revenue Enhancement and Indigent Register Development (uThukela District Municipality) **Audit Committee Appointments** • Appointed as Audit Committee Member for Hlabisa local municipality • Appointed as the Chair of the Risk and audit committee member for Isimangaliso Wetlands Park

Ak

	• Appointed as the Chair of the Risk Committee for Jozini Local Municipality
Ernst and Young Position Period Job Profile Stakeholder management	Assistant Manager -Business Advisory Services/ Public Sector 01 December 2008- 01 November 2009 • Manage the KZN Treasury Account and the DBSA (Development Bank of South Africa) on their rapid interventions to Municipalities specifically on Financial Management • Give guidance to consultants on the ground and review their assessment reports and recovery plans developed • Manage other accounting firms providing capacity and assistance within both programmes • Assist in the development and implementation of financial policies and roll out to all municipalities within the intervention • Update and report to both the KZN Treasury and the DBSA on the status of each municipality's intervention • Escalate matters of concerns and work with other divisions within Treasury e.g SCM unit, Risk Management, Asset management, Internal Audit , budget officers responsible for the MFMA implementation • Liaise with the Office of the **Auditor General, Cogta** and other relevant stakeholders depending on the needs of each municipality

Office of the Auditor-General

Position : Trainee Accountant/Auditor

Perriod : 2001-2004

Job description : Planning of external audit
: Preparation and Review of working papers,
: Review and writing of reports,

AK

: Review of management accounts,
Review of financial statements to ensure that they are in compliance with GAAP for Public entities, IMFO for Municipalities, PFMA and Treasury regulations for government Departments

Balan Chetty&Co.Chartered Accountants

Position : Trainee Accountant (Seconded while at AG)

Job description : Preparation of tax returns for individuals and companies
: Prepare VAT Returns
: Preparation of monthly reconciliations on Pastel

: Prepare company financial statements

Natal Sharks Board

Position : Finance Manager

Period : 01 January 2005 – 31 July 2007

Job description : Supervision of the Finance Department
: Maintain the general ledger
: Maintain control over debtors and creditors
: Maintain control over the fixed asset register
:Review and manage all relevant monthly reports and relevant general ledger reconciliations
: Complete and submit the foll:

-VAT&Tax returns
-Management Reports
-Quarterly Reports
-Annual Financial Statements
-Relevant schedules required for the annual audit
Annual Budget

: Review Petty Cash
: Review the cash book
: Authorise EFT and Cheque Payments

L-Ran Consulting

Position : Senior Financial Consultant

Period : 01 September 2007 – 31 November 2008

Job Description :Work as part of the municipal support team (MSP) to ensure MFMA Compliance in Municipalities

As an Assistant Manager at Ernst and Young and as a Financial Expert /MFMA Advisor with the DBSA/ NT I have gained competences in the following areas:

Ako

Handling critical and confidential information:

- My current duties as a Financial Expert require the ability to handle confidential client information at all times
- Safeguarding of important documentation from clients

Report writing skills:

- I am required to provide assessment reports to management and clients that summarizes all the findings as well as recommendation for any weakness that are noted during the assessment period.
- Preparation of weekly reports for municipalities on the progress (recovery plans)
- Preparation of reports to council

Communication, Interpersonal, Networking:

My current duties include the following:

- Liaise with the programme manager (DBSA) about the status of recovery plan implementation and to obtain guidance or give recommendations on any challenges faced by consultants.
- Communicating with other consultants in other municipalities to determine the status of their work and assist where possible if they have come across any difficulties

Problem solving, Analytical and Innovative thinking:

- Analysing the client's financial information in order to determine financial performance of the client
- Performing analytical review in order to obtain comfort over accuracy of balances
- Performing analytical review in order to determine reasons for significant movements of account balances
- Assisting staff members to deal with unusual transactions

Leadership and Project management skills:

- Resource acquisition and resource allocation
- Task delegation
- Identification of skills and knowledge required to complete a task
- Supervision of consultants and young professionals and providing hands-on coaching to them.
- Liaising with stakeholders

Researching Skills:

AkQ

- Performing constant research in order to keep up-to-date with the laws and Regulations as well as the Accounting Standards
- Performing research and consultations on complex accounting and tax issues

Achievements

- Being awarded the number one performance recognition for an outstanding performance and valuable contribution made towards the achievement of the goals of the Siyenzamanje Programme (DBSA) after only six months of employment, the award was within three provinces (Limpopo, KwaZulu Natal and Mpumalanga)
- Developing the PPO reporting Framework for the DBSA Finance Cluster for the Northern Region (Mpumalanga, KZN and Limpopo)
- Coming up with a case study analysis on the data cleansing exercise conducted in municipalities involved in using the Credit Bureau of South Africa for an accurate debtor book for two municipalities involved in as an aid to maximise debt collection.
- Nominated as the Chairperson for the Operation Clean Audit committee (Mpumalanga Province)
- Improved audit opinion for uMuziwabantu Municipality from Unqualified to Clean audit (2013/2-14)
- Improve the SCM implementation in Mtubatuba Municipality that saw great improvement in service delivery
- Improve the revenue collection in Mtubatuba Municipality improving the cash flow status of the municipality
- Develop and implement a recovery plan for eDumbe Municipality that saw improvements in the cash flow status of the municipality

COMPUTER SKILLS

Word processing	: MS Word
Spreadsheet	: MS Excel
Multi-media presentation	: MS PowerPoint
Pastel Evolution	: Accounting programme

AKQ

Caseware	: Accounting programme
Teamate	: Audit Software
Accpac	: Accounting programme
D-Bit	: Fixed Asset Programme

Name	: Scelo Duma
Position	: Director
Company	: KZN Cogta
Contact Number	: 0823888812

Name	: Beverly Gunqisa
Position	: MFMA Co-ordinator
Company	: Mpumalanga Provincial Treasury
Contact Number	: (011)4110086/0729964662

Name	: Nosipho Mchunu
Position	: CFO
Company	: Natal Sharksboard
Contact Number	: 0715034302

AKG

Regent Business School

This is to certify that

Nonhlanhla Qhubekile Mzimela
(Student Number : 12342955)

having fulfilled all the requirements
has been awarded the

Advanced Diploma in Financial Management
SAQA Number: 109030, NQF Level 7

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
Date

Signature

CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT
NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN
ALTERED BY UNAUTHORIZED PERSONS.

Registrar

Academic Dean

Issued on: 10th May 2024
RBS21820
SA: 7806290471088

Accredited by the Council on Higher Education (CHE)
Registered with the Department of Higher Education and Training (DHET) Reg Nº 2000/HE07/012
Member of Honoris United Universities

Ak

Association of International Certified Professional Accountants®

June 14, 2022
Contact Id : 1-7A733LH

Miss Nonhlanhla Mzimela
24 Helen Baxter

Durban
KwaZulu-Natal
4300
South Africa

Dear Miss Mzimela

RE: CIMA Exam Transcript

This is to confirm that you have passed or been exempted from the following subjects of CIMA's exams :

Certificate in Business Accounting - 2017 CBA Syllabus

Level	Subject	Score	Result	Exam Date
Certificate BA	BA1 Fundamentals of Business Economics		EXEMPT	04 Mar 2022
Certificate BA	BA1 Fundamentals of Business Economics (Online)		EXEMPT	04 Mar 2022
Certificate BA	BA2 Fundamentals of Management Accounting		EXEMPT	04 Mar 2022
Certificate BA	BA2 Fundamentals of Management Accounting (Online)		EXEMPT	04 Mar 2022
Certificate BA	BA3 Fundamentals of Financial Accounting		EXEMPT	04 Mar 2022
Certificate BA	BA3 Fundamentals of Financial Accounting (Online)		EXEMPT	04 Mar 2022
Certificate BA	BA4 Fundamentals of Ethics, Corporate Governance and Business Law		EXEMPT	04 Mar 2022
Certificate BA	BA4 Fundamentals of Ethics, Corporate Governance and Business Law (Online)		EXEMPT	04 Mar 2022

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
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PIETERMARITZBURG,
3201

11/11/2024
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Yours sincerely

Karmila Nazli

Your CIMA Contact Team

If you have any queries please contact CIMA on +44 (0)20 8849 2251 or at cima.contact@cimaglobal.com

CR denotes a credited pass from a previous syllabus.
CE denotes a converted exemption from a previous syllabus.
PASS is a pass under the current syllabus.
EXEMPT is an exemption awarded under the current syllabus.

The Helicon, One South Place, London EC2M 2RB, United Kingdom
T: +44 (0) 20 7663 5441
aicpaglobal.com | cimaglobal.com | aicpa.org | cgma.org

Ak

SAICA
THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS

07/10/2013

Ms B G Kemp
Auditor-General
Private Bag X9034
Pietermaritzburg
3200

04835832
03246482

Dear Ms Kemp

This serves to confirm that the following training contract/learnership agreement* was discharged on 04/07/2007.

Learnership Title:	Chartered Accountant: Auditing				
Learnership Code:	701/Q010001/00/480/7				
SDL Number :	L380726473				
Contract Number :	25764				
Trainee number :	07988302				
Trainee name(s) :	Nonhlanhla Qhubekile				
Trainee surname :	Mzimela				
Trainee ID number :	7806290471088				
Initial term of training contract :	36 Months	From:	2002/01/01	To:	2004/12/31
Lodgement date :	2007/07/04				
Elective:	Not Applicable				

* **This only applies to employers registered with FASSET, all other employers refer to their SETA**

Yours sincerely

ADRI KLEINHANS
PROJECT DIRECTOR: TRAINING

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
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IFAC ECSAFA INVESTOR IN PEOPLE

Integritas 7 Zulberg Close Bruma Lake 2198 P O Box 59875 Kengray 2100 DX92 Johannesburg Tel: (011) 621 6600 Fax: (011) 622 3321
E-mail: queries@saica.co.za Websites: http://www.saica.co.za and http://www.accountancysa.org.za
A member of the International Federation of Accountants (IFAC) and the Eastern Central and Southern African Federation of Accountants (ECSAFA

AkQ

UNIVERSITY OF NATAL

FACULTY OF MANAGEMENT STUDIES

CERTIFICATE IN ACCOUNTANCY

Awarded To

NONHLANHLA QHUBEKILE MZIMELA

For Successfully Completing the Following Courses:
Intermediate Financial Accounting
Intermediate Auditing
Intermediate Taxation
Intermediate Managerial Accounting & Finance

The Certificate in Accountancy Allows Access to the Bachelor of Commerce Honours (Accounting) at the University of Natal

PROFESSIONAL ACCOUNTANT (SA)
PR45036
RAISETHORPE,
3201
11/11/2024
Date
Signature
CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT
NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORIZED PERSONS.

Dean
Faculty of Management Studies

16 NOVEMBER 2001

AK

LGSETA

CREATING GREATER IMPACT

NATIONAL CERTIFICATE

The Local Government Sector Education and Training Authority hereby certifies that

Nonhlanhla Qhubekile Mzimela

Identity number: 7806290471088

has achieved competence against the following qualification

Certificate: Municipal Financial Management

SAQA registration number: 48965

NQF Level: 6

Credits: 166

ETQA Manager

CEO

2017/11/24

Date of Issue

SAQA

Certificate No:

013175

AKQ

BUSINESS COLLEGE

UMQONDO CONSULTANCY
Customer Care, Consultancy & Corporate Culture

This is to certify that

Nonhlanhla Qhubekile Mzimela

ID Number: 7806290471088

has successfully completed the

MUNICIPAL FINANCE MANAGEMENT PROGRAMME NQF LEVEL 6

and has this day been awarded the

SENIOR MANAGER'S MINIMUM COMPETENCY PROGRAMME (166 CREDITS)

Signed under the seal of uMqondo Consultancy, in testimony thereof

13 September 2017

Prof. R. Maharaj
Acting Principal

Dr. B. A. Ngcobo
Chief Executive Officer

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2024
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SAQA

LGSETA

MANGOSUTHU TECHNIKON

National Diploma

COST AND MANAGEMENT ACCOUNTING

is awarded to

MZIMELA NONHLANHLA QHUBOKILE

Identity number

7806290471088

with effect from

01-DEC-1999

ONICA LULAMA NONKULULEKO DLOBELA
PROFESSIONAL ACCOUNTANT (SA)
PR45036
4 THAYIL ROAD,
RAISETHORPE,
PIETERMARITZBURG,
3201

11/11/2014
Date

Signature

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SERTEC
Executive Director

TECHNIKON
Registrar : Academic

TECHNIKON
Principal & Vice - Chancellor

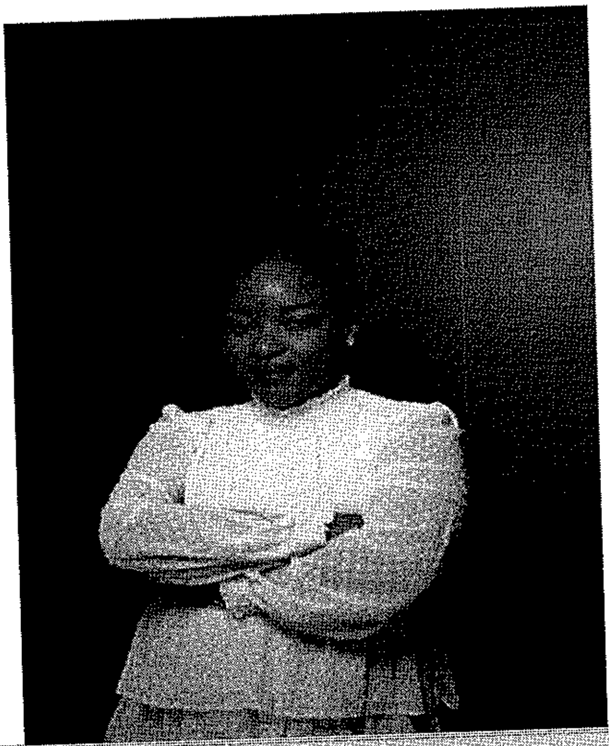
N9790764/99
Diploma No.

10-MAY-2000
Date Issued

Issued with the approval of the Certification Council for Technikon Education (SERTEC) in terms of section 9 of The Certification Council for Technikon Education Act 1986 (Act 88 of 1986).

CURRICULUM VITAE

Onica Dlobela,
Professional Accountant (SA), Professional Tax Practioner (SA)



PERSONAL DETAILS

Surname	Dlobela
First Names	Onica Lulama Nonkululeko
Nationality	South African
Gender	Female
Date of Birth	10 May 1994
Postal Address	4 Thayil Road Raisethorpe Pietermaritzburg 3201
Contact numbers:	065 235 2734
E-mail address	Luludlobela@gmail.com
Home Language	English
Other Languages	IsiZulu

ACHIEVEMENTS

Post-Graduate Diploma: Professional Accountant in Practice (NQF 8)

4 years post-articles experience within Accounting, Tax & Vat with various types of entities

Completed 3 year SAIPA Articles

Completed a BONANI work-readiness program which was funded by FASSET in 2016

AKG

ACADEMIC QUALIFICATIONS

SECONDARY EDUCATION

Name of School	**Carter High School**
Highest passed	Grade 12
Year	2012

TERTIARY EDUCATION

Name of institute	**Durban University of Technology**
Course	National Diploma: Accounting
Year	2015
Major Subjects	Auditing 3 Financial Accounting 3 Management Accounting 3 Taxation 2 Advanced Law 3

Name of institute	**UNISA**
Course	BCompt: Financial Accounting (98302)
Year	2022
Major Subjects	External Auditing, Financial Accounting, Companies and Individual taxation, Management Accounting

WORK EXPERIENCE

- Have experience in Accounting, Consulting, Tax and Advisory services. (6+ years)
- Auditing (i.e. Assist with testing and planning of a file)
- 4 years spent at Turning Point Consultants CA (SA) as a SAIPA Trainee & Contractor
- Currently working at Qhubeka Business Solutions
- Managing Director at Qhubeka Business Consultants

Job Description at Turning Point Consultants CA (SA):
ADHOC

- Assist with performing Risk Assessments of company systems for NPOs.
- Compile and prepare Tender Packs for submission to Treasury & related Public sector entities.
- Assisting in PAYE review & systems walkthrough of Municipal payroll function for KZN Treasury. (Pull out payroll monthly reports, monthly batch reports, employee contracts & letters of appointments or terminations. Use these for detailed testing including validity of Irp5's to payroll, completeness of payroll.)
- Assisting VAT review of Municipalities (Invoice pull out & testing, procedures to check compliance of documents. Validity & completeness tests) for KZN Treasury.
- Perform reconciliation of EMP201's / EMP501's and SARS Statement of accounts. Reconcile differences and communicate with SARS consultants and clients (via telecom & email)
- Assist in all office administration duties

ACCOUNTING & AUDITING

Akq

- Capturing and processing of monthly transactions from Bank statements
- Post journals.
- Liaise with clients and follow up for queries raised.
- Assist clients with Statutory registrations (Company, UIF, Compensation Fund, VAT, Public Benefit Organisation, NPO Registrations with Department of Social Department, COIDA Registrations)
- Preparation of Annual Financial Statements (Using Draft Worx)
- Assist with all testing for audit work paper file.
- Assist with preparation of a Review / Audit file
- Navigation of Draft Worx
- Navigation of Pastel 19
- Preparation of SARS Income Tax returns ; Navigate E-Filing & Easy File (For completion of EMP501s)
- Dispute with SARS on behalf of clients, using ADR1 & ADR 2.
- Company registrations/ deregistrations, Change Auditors & Directors .etc and all Adhoc CIPC work
- Advance Excel navigation
- Assist as an Audit Clerk wherever necessary
- Audit Sampling, work paper testing of the Trial Balance, planning of file.
- Liasing with clients and support agents

<u>VAT</u>

- Preparing and submitting VAT returns from financial accounting systems and source data
- Assist with SARS audit preparation
- Vat return submissions to SARS and managing the audit/review process
- Preparing related schedules and files for SARS
- Liaising with SARS to resolve anomalies on client accounts/audits/delays in refunds
- Assist with Invoice verification process.
- Navigate e-Filing
- Line by line cash detect of transactions to assist in claiming input vat for clients
- Extrapolate and isolate vat vendors on a GL of transactions
- Fieldwork in Vat Reviews (verifying invoices for tax purposes).

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- Verification of data reflected on Vat reports
- Reviewing and documenting Vat control processes
- Reconciliation of Vat control accounts to Vat returns
- Linking Transaction line items to Vat linked accounts
- Detailed investigation into income, expenditure and Vat control accounts to determine transactions where Vat has not been accounted correctly
- Assisting clients with SARS Vat audit preparation, submission of verification workings and queries
- Inspection of supporting documents for Vat compliance(i.e. Tax invoice)
- Perform the "Cash Detect" of VAT. A detailed line by line inspection of a GL's income and expenditure.
- Assist with VAT reviews.
- Follow up with SARS call centre and Tax Exemption Unit for unresolved cases / queries
- Collate information from clients to assist with the VAT Registration process

PAYE

- Preparation and running of payroll reports on Sage VIP/ Nedbank payroll and PAYE submission to SARS
- Reviewing IRP 5 certificates for correctness and accuracy
- Reviewing circular's, contracts and agreements that impact directly on payroll taxes
- Recalculating payroll tax amounts, ensuring consistency with legislation
- Quantifying errors and reporting on findings
- Assessing various income streams (earnings, allowances etc) and employee/employer deductions reflected on payroll reports
- Assessing of net-pay reflected on the bank statement
- Navigation of Sage VIP, Nedbank payroll and Sage One Accounting systems
- Prepare EMP201's, IRP5 certificates & reconcile payroll
- U-Filing (registrations as an employer/ employee, & submit monthly UI-19 returns).
- COIDA (file workmen's compensation returns and assist with client registrations)

Job Description at Qhubeka Business Solutions:

- Review of Municipal Financial Statements (Cast each note to the Face of financials and investigate variances with relevant managers).
- Prepare Lead Schedules which agree to the Trial Balance of Financial Statements
- Prepare of GRAP Compliant Reconcilliations (i.e. Grants, VAT, Salaries)
- Train and manage of Junior staff members
- Assist with all office administration

A-KQ

- Prepare Tender pack and complete tender documents for bidding
- Waiver of Income Tax penalties & interests with SARS
- Liase with SARS
- Prepare Company Annual Financial Statements
- Payroll preparation upto submission of EMP201 & EMP501 returns
- Assist with Revenue Data Cleansing Projects – Using advanced excel skills and formulas
- Updating of ERF Files
- Cleansing of customer data
- Compile the Indigent Register
- Customer data analysis
- Updating of the customer masterfiles
- Document Internal Audit procedures
- Draft Reports on Internal Auditing procedures
- Compile Training Material for Workshops
- Conduct presentations and training of VAT for Municipalities to Municipal officials

<u>Job Description at Nevada Spur:</u>

- Compile Financial Statements
- Pastel processing (i.e. Bookkeeping)
- Prepare weekly Rental reconciliations for the landlord
- Prepare bi-monthly VAT returns
- Prepare monthly salaries and PAYE returns
- Assist with SARS Debt Management services
- Preparation of employee UIF returns and forms for claims with the Department of Labour.

A-KQ

Duties at Qhubeka Business Consultants:

- Manages own clientele (i.e. Variety of Private companies and Non-Profit Organisations)
- Secures contracts and oversee completion of work allocated
- Deligate duties to junior staff
- Manage monthly client work
- Oversee Bookkeepers at various client site
- Produce monthly/ quarterly Management Accounts Reports for clients
- Report on monthly VAT & PAYE to SARS for clients
- Oversee weekly Cashflow Status for clients
- Oversee Quarterly/ Monthly Bugets for clients

Job Description at Msunduzi Municipality:

- Report to the project Director and Ministerial Representative COGTA.
- Assist in drafting of monthly presentation Report for the MEC (Kwa-Zulu Natal COGTA).
- Assist in the updating of the monthly 'Recovery Plan' for the Municipalities intervention activities.
- Manage the weekly diary of the municipal administrator / MR.
- Attend bi-weekly Interim Finance Committee meetings in support of the municipal administrator / MR.
- All adhoc and admin duties of the MR Office

AK8

OTHER TRAINING

Organisation	**South African Institute of Professional Accountants**
Training Completed	Professional Accountant in Practice (NQF8)
Year Completed	2019
Courses	3 year Structured Learnership / On-the-job Training

Organisation	**Guarantee Trust Corporate Support Services**
Training Completed	FASSET Funded Work Readiness Programme
Year Completed	2016 (Feb – July)
Courses	Basic Bookkeeping

I have also attended SAIPA & FASSET sponsored training seminars and workshops for Continuous learning throughout my 3 year Learnership. (i.e. Time Management, Performance Management, SAGE VIP Payroll, IFRS SME & Full IFRS update, Practice Management course)

PERSONAL ATTRIBUTES AND CAREER OBJECTIVES

I'm a confident, young, vibrant and enthusiastic individual. In the workplace, I am deadline driven and a quick learner. I have good written and spoken communication skills. My long term goal is to become a reputable ambassador and entrepreneur within the Accounting Sector. I am persistant in gaining as much knowledge & experience to mold my future as a Professional Accountant through Continuous Personal Development (i.e. CPD) and workshops.

WORK REFERENCES

Name	Miles Clark
Company	Guarantee Trust
Position	Placement Officer
Contact number	(Available on request)

Name	Farida Lavangee
Company	Turning Point Consulting
Position	Director
Contact number	(Available on request)

Name	Nonhlanhla Mzimela
Company	Qhubeka Business Solutions
Position	Director
Contact number	(Available on request)

AKQ

Name	Nonhlanhla Mzimela
Company	Nevada Spur
Position	Director
Contact number	(Available on request)

Name	Martin Sithole
Company	COGTA
Position	Msunduzi Ministerial Representative: COGTA
Contact number	(Available on request)

CLIENT REFERENCES

Name	Ntsika Gumede
Company	Mazisi Kunene Foundation NPC
Position	Manager
Contact number	(Available on request)

Name	Nomsa Nteleko
Company	O.S Holdings (Pty) Ltd
Position	Director
Contact number	(Available on request)

Name	Sandile Cele
Company	Mahhushu Construction (Pty) Ltd
Position	Director
Contact number	(Available on request)

AKC

SOUTH AFRICAN INSTITUTE OF PROFESSIONAL ACCOUNTANTS™
YOUR WEALTH

MEMBER

Professional Accountant (SA)

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAGSNOMMER / FORCE NUMBER

HANDTEKENING / SIGNATURE

NAAM IN DRUKSKRIF / NAME IN PRINT

RANG / RANK

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

THIS IS TO CERTIFY THAT

Onica Bulama Nonkululeko Dlobela

has satisfied the requirements of the South African Institute of Professional Accountants (SAIPA), and is authorised to provide services as stipulated in the Constitution, By-laws, and member manual of the Institute.

PRESENTED UNDER THE COMMON SEAL OF THE INSTITUTE AT JOHANNESBURG.

KANTHA NAICKER	**SHAHIED DANIELS**
Chairman	Chief Executive
2020-12-30	**45036**
Valid until	Membership number

IFAC International Federation of Accountants

PAFA

This certificate is the property of SAIPA and must be returned or destroyed on cessation of membership.

SAIPA has confirmed the above information, for digital certification and sharing by PrivySeal Limited, at 15:25 PM (Africa/Johannesburg) on 20 Aug 2020

POWERED BY PRIVYSEAL

AKQ

UNISA
UNIVERSITY OF SOUTH AFRICA
150 YEARS

We certify that

ONICA LULAMA NONKULULEKO DLOBELA

having complied with the requirements of the Higher Education Act
and the Institutional Statute, was admitted to the degree of

BACHELOR OF ACCOUNTING SCIENCES

in Financial Accounting

at a congregation of the University
on 18 October 202[illegible]

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ
IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
BRING IS NIE.
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ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I
FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER: 66197775 RANG / RANK: CST

DRUKSKRIF / PRINT: J Mah Akanyiso

Vice Chancellor

Executive Dean

University Registrar

19830259765321G11661

FASSET

Make the future count

This serves to certify that

Lulama Dlobela

Identity Number : 9405100229089

has successfully completed and been deemed competent in the following registered Learnership(s):

Post Graduate Diploma: Professional Accountant in Practice

NQF Level: Level 08

NQF Credits: 480

01/Q010008/00/480/7_(SAQA ID: 20391)

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 66197775 RANG / RANK CST

NAAM IN DRUKSKRIF / NAME IN PRINT JTL NKANYISO

PQA Director

CEO

Certificate Number
F01/585/L4807

Date Certificate Issued
22 September 2020

Fasset is the Financial and Accounting Services Sector Education and Training Authority

F A S S E T

Make the future count

This serves to certify that

Lulama Dlobela

Identity Number : 9405100229089

has successfully completed and been deemed competent in the following registered Learnership(s):

Post Graduate Diploma: Professional Accountant in Practice

NQF Level: Level 08

NQF Credits: 480

01/Q010008/00/480/7_(SAQA ID: 20391)

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

PQA Director

CEO

Certificate Number
F01/585/L4807

Date Certificate Issued
22 September 2020

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 66197775 RANG / RANK CST

NAAM IN DRUKSKRIF / NAME IN PRINT JILI NYKANYISO

Fasset is the Financial and Accounting Services Sector Education and Training Authority

BONANI PROFESSIONAL

Certificate of Skills Program Participation

This Certifies That

Onica Lulama Nonkululeko Dlobela

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

940510 0229 089
ID Number

Has Participated In The

Bonani Professional
Accounting Work Readiness Program

July 2016
Date of Issue

Kevin Wakely-Smith
Guarantee Trust
Joint MD

Alan Murray
Guarantee Trust
Joint MD

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY TER WAARMERKING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR GEEN WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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MAGSNOMMER / FORCE NUMBER 66197775 RANG / RANK CST

NAAM IN DRUKSKRIF / NAME IN PRINT JILI NKANYISO

Funded by

GUARANTEE TRUST
CORPORATE SUPPORT SERVICES (PTY) LTD

Cert #:B22D89

DUT DURBAN UNIVERSITY OF TECHNOLOGY

This is to certify that the

National Diploma

in

ACCOUNTING

was awarded to

ONICA LULAMA NONKULULEKO DLOBELA

(9405100229089)

with effect from

04 December 2015

at a congregation of the University

A C Bawa
Vice-Chancellor

Prof T Meyiwa
Registrar

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 6 ... B RANG / RANK CST

NAAM IN DRUKSKRIF / NAME IN PRINT ... 9/SO

SOUTH AFRICAN POLICE SERV.
STATION COMMANDER
2024 -09- 26
TOWNHILL
KWAZULU-NATAL

No:47984FZ

00008187

... under the authority of the Durban University of Technology Council in terms of the Higher Education Act 1997 (Act No 101 of 1997)

Curriculum Vitae

Curriculum Vitae of

Mpendulo Mphofu
Contact : (+27) 81 370 9749

PERSONAL DETAILS

First Names:
Mpendulo
Surname:
Mphofu
Gender:
Male
ID number:
9403205305086
Phone Numbers
081 370 9749
E-mail Address:
Mpendulo.mphofu@gmail.com
Driving licence code:
Code 08
Postal Address:
R824 Dr Phuthuma Road
Umlazi
4031
Nationality:
South African

Language Proficiencies:
English (Read, Write, Speak)
Isixhosa (Read, Speak)
Isizulu (Read, Write, Speak)

West Coast Tvet College (PFMA act, GRAP Standard) (2016/2017 Financial year)

- Revenue from exchange transaction
- Conditional Grants (Revenue and Unspent Conditional Grant)
- Moveable Assets

Petro SA PFMA act, IFRS Standard) [2016/2017 Financial year]

- Supply Chain management (Procurement and Contract management)

Dube Tradeport (PFMA act, GRAP Standard) [2016/2017 Financial year]

- Budget Statement
- Supply Chain Management (Procurement and Contract Management)
- Revenue (Exchange And None Exchange)
- Expenditure
- Employee Cost
- Cash and Cash Equivalents
- Leases
- Unspent Conditional Grants
- Commitments
- Trade Payables

Maphumulo Municipality (MFMA act, GRAP Standard) [2016/2017 Financial year]

- Assets (Immovable and Movable Assets)
- Cash Flow Statement
- Fraud Risk Assessment
- Understanding Entity's Internal Controls
- Engagement letter
- Evaluation of prior year mistatements

Dube Tradeport (PFMA act, GRAP Standard) [2017/2018 Financial year]

- Review of Annual financial statements
- Audit of Performance Objectives
- Assets (Movables and Immovable Assets)
- Investment Properties

AKQ

Curriculum Vitae

Curriculum Vitae

of

Mpendulo Mphofu

Contact : (+27) 81 370 9749

PERSONAL DETAILS

First Names:
Mpendulo

Surname:
Mphofu

Gender:
Male

ID number:
9403205305086

Phone Numbers
081 370 9749

E-mail Address:
Mpendulo.mphofu@gmail.com

Driving licence code:
Code 08

Postal Address:
R824 Dr Phuthuma Road
Umlazi
4031

Nationality:
South African

Language Proficiencies:
English (Read, Write, Speak)
Isixhosa (Read, Speak)
Isizulu (Read, Write, Speak)

- Supply Chain management (Procurement and Contract management)
- Conditional Grants
- Covid-19 related transations

Description of key experience as per the requirements of Terms of Reference

- I Audited immovable assets for the department of public works for the during the 2018-2019 financial year at a regional level (Midlands) as well as at head office level. Furthermore tested for asset compliance with modified cash standards. Furthermore during the 2019-20 financial year tested moveable assets at a region level (North coast region). The testing involved ensuring the accuracy and ccompletiness of work in progress, testing the all controlls (including physical verification of assets) that are in place to ensure that fixed asset register is complete. Lastly testing managements assumption and estimates in relation to assets useful life, residual value and test for impairement.
- Audited assets for Both years on the audit. The client prepared their AFS using Grap standard as a result I was required to also test for asset management compliance with Grap standard. Dube trade port primary function is to develop the land percent around the king Shaka airport for special economic zone. As a result, they have a large asset base of over R4 Billion. The Large portion of those assets related to Working in progress relating to construction of immovable property and development of road infrastructure. The assets of the entity are mostly immovable property being developed and undevelopend land in and around King shaka international airport to be developed for economic activities.
  I was also task to audit retentions and guarantees in relation to capital assets under construction in relation to the immovable property that was developed at the precint.
- Furthermore, I was involved in the audit of Umuziwabantu municipality which is similar interms of the asset base with the other municipality with an exception of biological assets, which relates to plantation investments. I was also involved in the audit on disclosure of capital commitments, unauthorized, irregular and Fruitless & wasteful expenditure.
- Lastly I was involved in the audit on disclosure of capital commitments, unauthorized, irregular and Fruitless & wasteful expenditure for 4 entities being Maphumulo7

AKQ

Curriculum Vitae

Curriculum Vitae
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Umlazi
4031
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South African

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English (Read, Write, Speak)
Isixhosa (Read, Speak)
Isizulu (Read, Write, Speak)

Municipality, Dube Tradeport corporation, Umuziwabantu municipality and Department of Public works.

01/2015 – 03/2015 Student Assistant Faculty Administrator at University of the Western Cape (EMS)

- Serve as receptionist which included answering phones, taking messages, assisting students as they visited the faculty administrators of Business and Economic Sciences
- Provide office support including typing, data entry, copying, faxing, and filing of registration forms for students
- Liaison officer between the faculty administrators and head of the faculty of business and economic sciences
- Maintain confidentiality of student records
- Perform Ad-hoc duties when required

LEADERSHIP SKILLS

- 06/2014 Camp leader for the South African Institute of Chartered Accountants (SAICA) Thuthuka Camp
- Team leader audits since 2018 During both PFMA and MFMA
- Worked on an audit of the Department of Public works and Umuziwabantu audit for the previous 4 years as an Audit Senior
- Currently employed as a senior accountant at Jobe and Seleoane financial consultants heading the finance devision.

AKQ

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of

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Curriculum Vitae

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4031
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Language Proficiencies:
English (Read, Write, Speak)
Isixhosa (Read, Speak)
Isizulu (Read, Write, Speak)

- Trade Recievables
- Cash and Cash Equivalents
- Disclosure Notes
- Preparing Management Report

Maphumulo Municipality (MFMA act, GRAP Standard) [2017/2018 Financial year]

- Review of Annual financial statements
- Audit of Performance Objectives
- Disclosures
- Preparing Management Report
- Tabling Managent Report and Audit Report

Dube Tradeport (PFMA act, GRAP Standard) [2018/2019 Financial year]

- Supply Chain management (Procurement and Contract management)

Department of Public Works (PFMA act, MCS Standard) [2018/2019 Financial year]

- Capital Commitments
- Employee Cost
- Immovable Assets

Umuziwabantu Municipality (MFMA act, GRAP Standard) [2018/2019 Financial year]

- Supply Chain management (Procurement and Contract management)
- Preparing Management Reports and Audit Report
- Review of Annual financial statements
- Audit of Performance Objectives
- Tabling Audit Report and Management Report

Department of Public Works (PFMA act, MCS Standard) [2019/2020 Financia year]

- Capital Commitments
- Lease commitments

AKQ

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of
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Isixhosa (Read, Speak)
Isizulu (Read, Write, Speak)

REFERENCES

Naseem Muhammed
Audit Manager Auditor General
Cell: 084 587 8699
Email: naseemm@agsa.co.za

Amanda Zuma
Senior Manager Auditor General (Previous) Chief Financial Officer (Ray Nkonyeni)
Cell: 082 520 4413
Email: amandaz@agsa.co.za

Thuba Ngubane
Audit Manager Auditor General
Cell: 079 895 4563
Email: thubang@agsa.co.za

AKQ

SAICA
THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS
develop.influence.lead.

02 July 2021

30673372
Mr Mpendulo Velemseni Mphofu
R824 Dr Phuthuma Road
Umlazi N
Umlazi
4031

Dear Mr Mphofu

Initial Test of Competence – April 2021

Examination Number: 2327

As SAICA it is a privilege for us to write to you personally and congratulate you on passing the Initial Test of Competence.

It is a wonderful achievement and you are well on your way to becoming a Chartered Accountant (SA).

We would like to take this opportunity to remind you that in order for you to register to use the prestigious CA (SA) designation you are required to:

- Successfully complete a Professional Programme; and
- Comply with the training contract requirements/regulations published on the SAICA website; and
- Complete (pass) the APC

Only then will you be eligible to apply for membership of SAICA as the CA Designation Act only allows members of SAICA, who are in good standing, to utilise the CA (SA) designation.

As SAICA we wish you every success as you complete this journey towards qualifying as a Chartered Accountant (SA).

We look forward to welcoming you as a member of The South African Institute of Chartered Accountants once you have completed the abovementioned requirements.

Yours faithfully

Olivier

Mandi Olivier
Senior Executive: Professional Development

AK

Report Date:	08 Nov 2024 14:06:00.042 PM
Report Ran By:	nmsomi@salga.org.za

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA1274181	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Allow associates?	Yes	Financial year start date	01 Mar 2022 00:00:00:000
Supplier type	CIPC Company	Registration date	08 Jul 2009 00:00:00:000
Supplier sub-type	Close Corporation	Created by	awonkem@qhubekabs.co.za
Legal name	QHUBEKA BUSINESS SOLUTIONS	Created date	19 Oct 2022 12:49:33:000
Trading name	QHUBEKA BUSINESS SOLUTIONS	Edit by	csd.reverifybatch@treasury.gov.za
Identification type	South African Company/Close Corporation Registration Number	Edit date	07 Nov 2024 10:12:31:560
Government breakdown	Close Corporations (CC)	Restricted Supplier	No
Business status	In Business	Restricted Director	No
Country of origin	South Africa	Government Employee	No
South African company/CC registration number	2009/133734/23		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Professional, scientific and technical activities		
		Core industry	Legal and accounting activities
Division	Legal and accounting activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Bid Office	Cellphone number	076 566 1788
Is this your preferred Contact?	Yes	Do you want this contact to also be a CSD user ?	Yes
Name(s)	Awonke	Created by	awonkem@qhubekabs.co.za
Surname	Majikijela	Created date	19 Oct 2022 12:49:33:550
Identification type	South African Identification Number	Edit by	awonkem@qhubekabs.co.za
Prefer communication via email	Yes	Edit date	13 Jun 2023 12:57:51:767

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

Email address	awonkem@qhubekabs.co.za

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Postal code	3650
Address line 1	Office 10, Refined Office Park	Ward Number	8
Address line 2	11 Inanda Road	Country	South Africa
Suburb	Hillcrest SP	This address S/A postal	Yes
Province	KwaZulu-Natal	Created by	awonkem@qhubekabs.co.za
Municipality	eThekwini	Created date	19 Oct 2022 12:49:33:363
City	Hillcrest	Edit by	awonkem@qhubekabs.co.za
		Edit date	15 Oct 2024 19:41:25:507

ADDRESS 2

Is this a preferred address?	No	Postal code	2092
Address line 1	3 Korea Road	Ward Number	69
Address line 2	Westdene	Country	South Africa
Suburb	Westdene	Created by	awonkem@qhubekabs.co.za
Province	Gauteng	Created date	23 Feb 2023 09:09:50:830
Municipality	City of Johannesburg	Edit by	awonkem@qhubekabs.co.za
City	Johannesburg	Edit date	15 Oct 2024 19:41:25:460

ADDRESS 3

Is this a preferred address?	No	Ward Number	18
Address line 1	31 Vincest Rd	Country	South Africa
Address line 2	Vincest, East London	This address S/A postal	Yes
Suburb	Vincent	Created by	awonkem@qhubekabs.co.za
Province	Eastern Cape	Created date	11 Oct 2023 14:00:00:200
Municipality	Buffalo City	Edit by	awonkem@qhubekabs.co.za
City	East London	Edit date	15 Oct 2024 19:41:25:540
Postal code	5241		

SUPPLIER BANK ACCOUNT

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
08 Nov 2024 14:06:00.104 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

BANK ACCOUNT 1

Account type	Current Accounts	Active start date	19 Oct 2022 12:40:14:000
Bank	FIRST NATIONAL BANK	Created by	awonkem@qhubekabs.co.za
Branch number	250655	Created date	15 Oct 2024 19:34:34:000
Branch name	BRANCH 560	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Account number	62340600429	Edit date	17 Oct 2024 12:00:33:493
Account holder	QHUBEKA BUSINESS SOLUTIONS CC	Bank Verification Status	Verification Succeeded
Is this a preferred account?	Yes	Foreign Bank Account	No
		Is the identifier linked at the bank	Yes
		Is this a Shared Funding Account	No
		Funding Partner(s)	

BANK ACCOUNT 2

Is this a preferred account?	No	Business days since last update	16
Edit date	17 Oct 2024 12:00:50:103	Is the identifier linked at the bank	Yes
Bank Verification Status	Verification Failed	Is this a Shared Funding Account	No
Foreign Bank Account	No		
Bank Verification Response	Incorrect Company Name/ Surname-Incorrect ID Number or Company Registration Number		
Response date	17 Oct 2024 12:00:50:103		

TAX INFORMATION

Income tax number	9039297222	Would you like to receive notifications?	Yes
VAT number	4030260816	Overall Tax Status	Tax Compliant
Is this supplier a VAT vendor?	Yes	Created by	awonkem@qhubekabs.co.za
PAYE number	7080780952	Created date	19 Oct 2022 12:49:34:193
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Last validation date	08 Nov 2024 14:01:00:000	Edit date	15 Oct 2024 19:41:45:000

CENTRAL SUPPLIER **DATABASE** FOR GOVERNMENT

Report Date:
08 Nov 2024 14:06:00.120 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

B-BBEE INFORMATION

Are you an empowering supplier	No	Accept and understand the content of the affidavit	Yes
% Owned by black people	100.00	Commisioner of Oath	Onica Lulama Nonkululeko Dlobela
% Owned by black people who are women	100.00	Date affidavit signed by commisioner of oath	13 Oct 2023 00:00:00:000
% Owned by black people who are youth	100.00	Affidavit expiry date	12 Oct 2024 00:00:00:000
% Owned by black people with disabilities	0.00	Created by	awonkem@qhubekabs.co.za
% Owned by black who are unemployed	0.00	Created date	19 Oct 2022 12:49:35:020
% Owned by black people who are military veteran	0.00	Edit by	csd.reverifybatch@treasury.gov.za
% Owned by black people living in rural or underdeveloped areas	0.00	Edit date	12 Oct 2024 00:00:12:907
Status	Expired	Verification Status	Manual Verification Required

OWNERSHIP INFORMATION

CSD can only verify the youth category of persons for South African citizens. It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the ownership information of this supplier.

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
NONHLANHLA QHUBEKILE MZIMELA	7806290471088	Yes	Black African	Female	100.00%	No	No	No		
Total					100.00%					

CATEGORY OF PERSONS BASED ON OWNERSHIP

Owned by black people	100.00%
Owned by black people who are women	100.00%
Owned by people	100.00%
Owned by people who are women	100.00%

DIRECTORS /MEMBERS / OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Member,Owner	Owner youth	No
Director status	Active	Owner person with disabilities	No
Name(s)	NONHLANHLA QHUBEKILE	Owner military veteran	No
Surname	MZIMELA	Created by	awonkem@qhubekabs.co.za

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
08 Nov 2024 14:06:00.136 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

Country	South Africa	Created date	19 Oct 2022 12:32:03:000
Identification type	South African Identification Number	Edit by	csd.reverifybatch@treasury.gov.za
South African identification number	7806290471088	Edit date	07 Nov 2024 10:12:18:000
Work permit	0000000	Restricted Director	No
Appointment date	08 Jul 2009 00:00:00:000	Restriction Last Verification Date	08 Nov 2024 14:01:20:727
Email address	NONHLANHLAMM@QHUBEKABS.CO.ZA	Government Employee	No
Cellphone number	0722945037	Government Employee Last Verification Date	08 Nov 2024 14:01:20:517
Owner	Yes	SA identification number Verified	Yes
Ownership %	100.00%	SA identification number verification date	08 Nov 2024 14:01:20:687
Living areas of owner	eThekwini, Durban Central	Ownership verification status	Verified by CIPC
Owner's ethnic group	Black African	Ownership last verification date	01 Jan 1900 00:00:00:000
Owner's gender	Female	Companies involved in	MAAA0232358; MAAA0532449; MAAA0562894; MAAA1189993; MAAA1495136; MAAA1505702...

Tips and Frequently Asked Questions (FAQ)

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Report Date:
08 Nov 2024 14:06:00.136 PM
Report Ran By:
nmsomi@salga.org.za

CSD REGISTRATION REPORT

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: What should a supplier do if the tax status on CSD difference from the tax clearance certificate?

Tax Compliance Expiry Date
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: How does CSD determine the tax compliance expiry date?

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?

State Employee

For more information pertaining to government employment status click here: Will there be verification done to identify if a supplier is a government employee?

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

Restricted Supplier - *A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.*

Restricted Director – *A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.*

Restricted Suppliers & Directors are listed on CSD under Help – Am I restricted?

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD REGISTRATION REPORT

Print Date: 11/8/2024 2:06:00 PM