

MAGARENG LOCAL MUNICIPALITY

Call for Tender Proposals



The Magareng Municipality invites
Professional Service Providers
For the Following:

BID NO.	DESCRIPTION	POINT SCORING
1. FIN: 01/16/17	COMPILATION OF THE GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS	90/10
2. FIN: 02/16/17	COMPILATION OF GRAP COMPLIANT ASSET REGISTR	90/10

Bids will be evaluated according to the MFMA, Supply Chain Regulations and related policies. Functionality will be evaluated on 100% score sheets can be collected at the Municipal Office, Magrietha Prinsloo Street, Warrenton, 8530.

Proposals should be submitted in a sealed envelope marked **Bid No. and Description** and must be deposited into a tender box at Municipal Offices. Detailed specifications can be viewed on the Municipal website www.magareng.gov.za. Compulsory presentations is required. Bids are valid for 90 days after closing date

For further enquiries contact:

Magareng Supply Chain unit on 053 497 3111
Chrystal Kruger - Supply Chain Manager
Matshidiso Tonyane – Supply Chain Officer

The Closing date for the above mentioned is 17th March 2017 at 12H00.

Acting Municipal Manager
Mrs. KG Gaborone

MAGARENG



MUNICIPALITY

BID NO: FIN: 01/16/17

BID NO: FIN: 02/16/17

SPECIFICATIONS

1. COMPILATION OF T.O.R GRAP COMPLIANT AFS FIN: 01/16/17:

Preparation of annual financial statements and audit process assistance:

- Skills transfer to Budget & Treasury Staff;
- Assist in developing the audit action plan 2016/17;
- Assist the municipality on prior year issues;
- Ensure AFS agrees with the ledger and trial balance from the systems;
- Assist on GRAP disclosure;
- Produce quality draft AFS to be presented to the Audit Committee in two phases;
- Prepare final AFS with completed accounting file as articulated in the circulars provided by National Treasury and GRAP standards;
- Availability during the audit;
- Assist in attending Request for information (RFI) and Communication of Findings (COAFs); and
- assist in AFS adjustment.

Project Deliverables

- o Audit findings in the audit report/management letter addressed;
- o Annual financial statements submitted 2016/17 AFS to Auditor-General;
- o Adjustment of annual financial statements submitted when required by AG and the municipality;
- o Queries during the audit be attended to;
- o Reports on skills transfer supported by portfolio of evidence;
- o Review all the Reconciliations
- o Review Draft Asset Register as per GRAP, Directives and Treasury Guidelines

2. COMPILATION OF T.O.R GRAP COMPLIANT FIXED ASSET REGISTER FIN: 02/16/17

Requirements

- A service provider should be a consortium of both qualified chartered accountants and Engineers with a combined experience of more than five years in municipal accounting of assets.
- Certified SAICA and ECSA registration is a requirement.
- Qualification and expertise of the team of professionals to be involved in the project should be demonstrated and should meet the minimum required of at least three years in municipal accounting of assets.
- Proven track record in preparing compliant fixed asset register for municipalities. Three contactable and verifiable municipal references for improved audit report from municipalities in the last three years where the service provider has produced a GRAP compliant asset register is a minimum requirement.

Detail specifications.

- Project implementation plan. (Mobilisation, planning and project management);
- Physical Identification and verification of all movable and immovable assets owned and controlled by the municipality.
- Confirm that all infrastructure assets and other assets have been properly unbundled as at 01 July 2017. All newly identified infrastructure assets should be unbundled as per GRAP 17.
- Determine the value of all assets at 01 July 2017 in terms of Directive 7 and reconcile the values to the accounting records.
- Identify and reconcile all completed projects to the payment certificates and unbundle all completed projects from 01 July 2017 to date. Ensure that all assets acquired after 01 July 2017 are properly valued.
- Reconcile work in progress (WIP) to payment certificates and accounting records.
- Review useful lives, residual values of assets and assess assets for impairment and prepare necessary journals if required.
- Determine GPS Coordinates for all immovable assets.
- Loading infrastructure assets on municipal GIS.
- Reconcile the Fixed Asset Register with the verification reports, general ledger, supporting documentations and ensure accurate and correct reporting of Fixed Assets as per GRAP 17 including disclosure notes.
- Ensure that a detailed audit file relating to asset management, which includes over and above asset purchases, disposals, reconciliations etc. is developed and maintained on a monthly basis.
- Ensure that asset management officials are trained on job and skills are transferred to officials during the period of the contract. (Methodology and Skills Transfer Plan)
- Review the asset management policy;
- Development of asset procedure manuals
- Ensure that there is asset unique identification codes
- Ensure billing schedules of work carried out.

Following conditions will apply:

- Price(s) tendered must be valid for at least ninety **(90) days** from the closing date
- This tender will be evaluated in terms of the 90/10 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the original **MBD 4, MBD 6.1, MBD 8 & MBD 9** forms must be completed and signed submitted together with your tender if it is in excess of R10 000.
- **An original, or originally certified B-BBEE certificate, or certified B-BBE Sworn Affidavit** must be submitted with your tender offer. (Up to twenty points are based on B-BBEE status level and these points will be forfeited if no certificate is received)
- The lowest or only tender will not necessarily be accepted
- **A valid original tax clearance certificate issued by SARS must accompany all tenders in excess of R30 000**
- Original Municipal bill or account or lease agreement must be attached.
- Company Registrations forms
- Company Profile.
- Bid documents should be in sealed document
- Potential service providers must be registered on National's Treasury's central supplier database or must be eligible for registration. **Contact Miss M.P Tonyane at 087 630 0104/ 053 497 3111** to register.
- Potential service providers who were found guilty of fraud or corruption or who wilfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Failure to comply with the above conditions bidder will be disqualified.

