



BID NOTICE AND INVITATION TO BID

BID NO: NLM/BTO/RCAFS/2023/2024

COMPILATION OF ANNUAL FINANCIAL STATEMENTS SERVICES FOR 2023/2024 FINANCIAL YEAR AND 2024/2025 MONTHLY FINANCIAL STATEMENTS UNTIL MAY 2025

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will compile the Annual Financial Statements for the 2023/2024 Financial Year including audit support until the signing of the Audit Report as well as 2024/2025 monthly financial statements until May 2025.

A detailed specification will be attached to the tender document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R500.00** is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Branch Code:** 250035
- **Reference:** RCAFS & Company Name

A **compulsory briefing meeting/session** has been scheduled for **19th of April 2024 at 11H00, at Ntabankulu Local Municipality main boardroom.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"RENDER THE COMPILATION OF ANNUAL FINANCIAL STATEMENTS SERVICES FOR 2023/2024 FINANCIAL YEAR AND 2024/2025 MONTHLY FINANCIAL STATEMENTS UNTIL MAY 2025, BID NO: BID NO: NLM/BTO/ RCAFS /2023/2024**

" in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 03rd of May 2024**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)

- Proof of company registration
- Original Certified ID copies for the entity owner/s
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit
- NB. All certification must not be more than 3 months old and must be in its original format.
- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid. Central Data Base proof of registration must be submitted.
- NB. Tender documents must be filled/completed in its original format; no copies will be accepted.

Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.

Stage 1 Technical or Functionality Evaluation

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of Evaluation	Points allocated	Brief Description
<p><u>Company Profile</u> Capacity and Business entity establishment (Company profile with clear business address and contact details)</p>	10 points	A brief business background in the form of a business profile. Office establishment and accessibility during working hours and After Hours with the necessary tools and equipment will be critical during evaluation.
<p><u>Relevant experience</u> Appointment letters and reference letter of similar projects implemented in the past. The service provider should also include the name of a project, deliverables, duration and the contract value of their listed services. A minimum of 5 appointment letters, reference letters and audit report that is unqualified to be attached.</p>	50 points	Similar projects implemented in the past for 4 years "Preparation of Annual Financial Statements" contracts undertaken by the service provider.

Area of Evaluation	Points allocated	Brief Description
<ul style="list-style-type: none"> • 5 appointment letters and above = 50 points • 4 appointment letters = 40 points • 3 appointment letters = 30 points • 2 appointment and reference letters = 20 points • 1 appointment and reference letter = 10 points • 0 appointment letter = 0 points <p>An appointment letter that is not accompanied by a reference letter and audit report which is unqualified and vice versa will not be considered</p>		
<p>Capacity to undertake the job</p> <ul style="list-style-type: none"> • Structure of Project Team with CV's and certified copies of certificates. The certificates must include Caseware champion certificate or any similar accounting software • At least 2 preparers and 2 reviewers making a total of four officials. • 2 x Chartered Accountants = 15 • 2 x Bachelor of Accounting/equivalent = 15 <p>7.5 points are allocated for each of the 4 officials as per the above requirements. If there is no CA (SA) then a maximum of 15 points will be allocated if there are 2 officials with a Bachelor of Accounting/equivalent</p>	30 Points	Bidder must demonstrate the ability to take on the project and have a dedicated team to deal with NLM
<p>Methodology:</p> <p>Submission of a comprehensive methodology of what is required without any deviations, with clear deliverables, cash flow projections and fixed time frames.</p>	10 points	Submission of a comprehensive methodology of what is required without any deviations, with clear deliverables, cash flow projections and fixed time frames. The methodology will only be considered if it also

Area of Evaluation	Points allocated	Brief Description
		includes Skills transfer program
TOTAL	100 Points	

Stage 2: Price and Specific Goals

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people		4		
Business owned by <50% black people		1		
Business owned by =>50% women		3		
Business owned by <50% women		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		
Business owned by <50% Youth (age >35 years on the closing date)		3		
Business owned by People with Disability / Military veteran		2		
Small Enterprise (SMME Category – QSE/EME)		2		
Promoting Locality - Business located within Ntabankulu		4		
Promoting Locality - Business located in Alfred Nzo District		3		
Promoting Locality - Business located in Eastern Cape		2		
Promoting Locality - Business located in South Africa		1		

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **Mr M Mhlifili** at **072 736 5108** or **mhlifilim@ntabankulu.go.za** or **Mr O. Mdudi** at **mdudio@ntabankulu.go.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Requested by



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T.D. Mongo
Bid Specification Chairperson

Recommended by



.....
M. Mhlifili
Chief Financial Officer

Approved by



.....
Ivy Sikhulu-Ngwena
Municipal Manager