

RATLOU LOCAL MUNICIPALITY



REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: GRAP 25 ACTUARIAL VALUATIONS FOR LONG SERVICES BONUS AWARD LIABILITY
TENDER NO	: NW381/BTO06-12/2025/2026
DATE PUBLISHED	: 07 JULY 2026
BRIEFING SESSION	: N/A
CLOSING DATE	: 16 JULY 2026
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following responsive documents should be submitted with your quotation:

- ❖ Valid Tax Pin Certificate/ Tax compliance status pin in line with the latest tax reforms (CSD will be used to verify Tax Compliant Status)
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Original/Certified copy of BBBEE Certificate/ Original (Bidder will not be disqualified for non-submission)
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses obtainable from your local municipality, tribal office or signed lease agreement whichever applies.
- ❖ Proof of residence of all directors as they appear on the company CSD obtainable from your local municipality or tribal authority office or signed lease agreement whichever applies.
- ❖ Proof of Company Membership/Registration with professional body (i.e. Actuarial Society of South Africa (ASSA) or any relevant body)

NB No copies of certified copies will be accepted.

All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 60 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 1, 4, 6.1 as attached, 7.2, 8 and 9** obtainable from Office #45 at the Municipal Offices or from the municipal website under documents.
- The price quotation is expected to be within a threshold of **R30 000 and R300 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases (Price and Specific Goals).**

Specific Goals

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)	Means of Verification
BBBEE Level 01 to 04	15		Original/Certified copy of BBBEE
50% or more owned Youth Business	03		CSD Report
50% or more owned Women Business	02		CSD Report

N.B Failure to comply with these conditions may invalidate your offer.

BACKGROUND

Ratlou Local Municipality is looking for a services provider, specialist in GRAP 25 reporting to compile an actuarial valuation report on its present value of long service bonus awards liability as at 30 June 2026. The purpose of the report will be to disclose results in the Statement of Generally Recognised Accounting Practice 25 (GRAP 25) format as informed by the Accounting Standards Board (ASB). The results/disclosures illustrated in this report are GRAP 25 compliant. A previous actuarial valuation was compiled as at 30 June 2026. Service providers are required to submit Quotation for all cost including training an how to Disclose figures on Annual Financial Statements. No price will be increased from the initial quotation submitted by the bidder.

PRICE SCHEDULE

GRAP 25 ACTUARIAL VALUATION OF LONG SERVICES BONUS AWARD LIABILITY

ITEN	DESCRIPTION	AMOUNT (R)
1.	GRAP 25 ACTUARIAL VALUATION OF LONG SERVICES BONUS AWARD LIABILITY - 2024/25	R
2.	TRAINING ON HOW FIGURES ARE DISCLOSED ON ANNUAL FINANCIAL STATEMENTS	R
SUB TOTAL		R
VAT 15%		R
TOTAL		R

FUNCTIONALITY

CONFIRMATION LETTERS OF SIMILAR WORK CONDUCTED – (CONFIRMATION LETTER SHOULD BE IN A LETTER HEAD OF YOUR PREVIOUS CLIENT)	40
4 Reference/Confirmation letter or more	40
3 Reference/Confirmation letter	30
2 Reference/Confirmation letter	20
1 Reference/Confirmation letter	10
0 Reference/Confirmation letter	00

EXPERIENCE AND QUALIFICATIONS OF A KEY PERSONEL (CV FOR DIRECTOR/ACTUARIAL CONSULTANT/ SENIOR ACTUARIAL TO BE ATTACHED WITH CERTIFICATES)	55
Diploma/Bachelor's degree (BSc or B Tech) or equivalent in Actuarial Science/Mathematics/Statistics or related field and registered with Actuarial Society of South Africa with three (3) or more years relevant experience	45
Diploma/Bachelor's degree (BSc or B Tech) or equivalent in Actuarial Science Science/Mathematics/Statistics or related field with five (5) or more years relevant experience	35
Diploma/Bachelor's degree (BSc or B Tech) or Equivalent in /Mathematics/Statistics or related with three (3) and not more than five (5) years relevant experience	25
Diploma/Bachelor's degree (BSc or B Tech) or Equivalent in /Mathematics/Statistics or related with one (1) and not more than three (3) years relevant experience	15

Diploma/Bachelor's degree (BSc or B Tech) or Equivalent
in /Mathematics/Statistics or related with
one (1) and not more than three (3) years relevant experience 10

No formal Education 00

LOCALITY – OF THE BIDDER 05

Within Ratlou 05

Within Ngaka Modiri Molema 03

Outside Ngaka Modiri Molema 00

NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

**MR LLOYD LEOKO
MUNICIPAL MANAGER**

RATLOU LOCAL MUNICIPALITY



MBD 6.1

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
- 1.2
- a) The applicable preference point system for this tender is the 80/20 preference point system.
 - b) The 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.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.4 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.

1.5 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest 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 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)	Means of Verification
BBBEE Level 01 to 04	15		Original/Certified copy of BBBEE
50% or more owned Youth Business	03		CSD Report
50% or more owned Women Business	02		CSD Report

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:
DATE:
ADDRESS: