

Tel : 054 833 9500
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97 Oranje Street
Groblershoop
8850

Dear Sir / Madam

TENDER NO: AFS 01/2026 -2027

TENDER: APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2026

!Kheis Local Municipality hereby invites suitably qualified and experienced service providers to submit quotations for the **compilation of GRAP Compliant Annual Financial Statements (AFS) for the 2025/2026 financial year.**

One complete set of documents will be available from !Kheis Local Municipality Cashier Offices, Oranje Street, Groblershoop (054) 833 9500 at 11:00 on 13 July 2026 upon payment of an amount of R 1840.00. Tender documents can be obtained via email and be obtained from !Kheis Local Municipality.

The appointed service provider will be required to assist the Municipality with the preparation of Annual Financial Statements that comply with:

- The Standards of Generally Recognised Accounting Practice GRAP.
- The Municipal Finance Management Act, 2003 (Act No.56 of 2003).
- National Treasury MFMA Circulars, and
- The latest National Treasury Annual Financial Statements Template.

The successful service provider will be required to provide the following services:

- Rectification of prior-year and current-year misallocations, errors and misstatements;
- Correction and restatement of opening balances where required;
- Review and reconciliation of financial records, including the general ledger and supporting registers;
- Assistance with adjusting journals and alignment of the trial balance;
- Reconciliation of payables, receivables, assets and other financial statements balances;
- Compilation of GRAP compliant Annual Financial Statements, including notes, workings and supporting schedules;
- Preparation of an electronic AFS audit file in line with National Treasury requirements;
- Assistance and support during the Auditor-General South Africa (AGSA) audit process;
- Skills transfer to designated municipal officials.

Tender documents will be available from the Supply Chain Management Unit, !Kheis Local Municipality.

Tender documents will be opened on the closing date at Supply Chain Management unit at 12h00. Late or unmarked quotations will not be considered.

The tender documents must be submitted on the letterhead of your business and to:
97 Oranje Street
Groblershoop
8850

FUNCTIONALITY EVALUATION:

Quotations will first be evaluated on functionality. Only bidders who achieve the minimum score of 85 out of 100 points for Functionality will proceed to Price and Specific goals.

Functionality Criteria	Maximum Points
Qualifications and Professional Registration of Project Team	30
Specific Local Government AFS Compilation Experience	40
Detailed Methodology and Project Implementation Plan	20
Skills Transfer Plan	10
Total points for Functionality	100

The maximum points for this Tender are allocated as follows:

	POINTS
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

As per MBD 6.1 a maximum of 20 points will be allocated as follows

Specific Goal 1: Local Economic Development

Locality / Region	Points
Within the boundaries of the !Kheis Local Municipality	10
Within the Northern Cape Province	7
Outside the Northern Cape Province	3

Specific Goal 2: Black ownership of a company

HDI – Black ownership of a company	Points
At least 51 % Black ownership	10
31% - 50% Black ownership	5
Less than 30% Black ownership OR no valid evidence submitted	0

Compulsory briefing session will be held on 13 July 2026, at 10H00 in the Council Chambers, !Kheis Local Municipality, 97 Oranje Street, Groblershoop.

Attendance by an authorised representative of the bidder is compulsory. Failure to attend and sign the attendance register will render the quotation non-responsive.

Closing date for submission of quotations is on 23 July 2026 at !Kheis Municipality Supply Chain Management section at 12h00

The following conditions will apply:

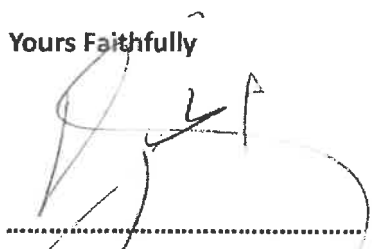
- Price (s) quoted must be valid for at least 30 Days from date to offer.
- Supplier must be registered on the National Treasury Central Supplier Database (CSD).
- Valid Tax Compliance Status must be submitted.
- Price quoted must be firm and inclusive of VAT.
- A Certificate B-BBEE certificate must be submitted or sworn affidavit must be submitted.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms **MBD1, MBD4,**

MBD 6.1, MBD 6.2, MBD 8 and MBD 9 must be scrutinized completed and submitted together with your quotation.

- The successful provider will be the bidder scoring the highest points.

NB: No quotations will be considered from persons in the service of the state. Failure to comply with these conditions may invalidate your offer.

Yours Faithfully



Mr MP Dichaba

Acting Municipal Manager

Delivery address

!Kheis Municipality

97 Oranje Street

Groblerstroom

8850

MSCM Regulations ; “ in the service of state” means to be

- A member of
 1. Any Municipal council
 2. Any provincial legislature
 3. The National Assembly or the National council of provinces
- A member of the board of directors of any Municipal entity an employee of any national or provincial legislature department national or provincial public entity or constitutional; institution within the meaning of the Public Finance Management Act (Act No 1 of 1999)
- A member of the accounting authority of any national or provincial public entity
- AN employee of parliament or provincial legislature.



ADDENDUM

APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2026 (AFS 01/2026-2027).

TO ALL THE PROSPECTIVE SERVICE PROVIDERS

Please note that the following details regarding the above-mentioned tender (AFS 01/2026-2027) have been amended as follows:

Compulsory date details

Original date and time

Monday 13 July 2026 at 10h00

New date and time

Thursday 16 July 2026 at 10h00

The venue remains the same: Council Chambers, !Kheis Local Municipality, 97 Oranje Street, Groblershoop, 8850.

Closing date details

Original closing date and time

Monday 23 July 2026 at 12h00

New closing date and time

Monday 27 July 2026 at 12h00

Please note that all the other details remain the same.

Approved by the Accounting Officer.

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Mr. MP Dichaba
ACTING MUNICIPAL MANAGER