

Tel : 054 833 9500
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97 Oranje Street
Groblershoop
8850

Dear Sir / Madam

TENDER NO. AFS01 2025/2026

TENDER : APPOINTMENT OF SERVICE PROVIDER FOR AFS PREPARATION

SPECIFICATIONS: The proposed project will be to find a suitable qualified service provider that will be able to perform the following duties in line with the AFS preparation and Audit Recovery plan:

- Rectify all Prior Year Misallocations, Errors, Misstatements and Correction of Opening Balances identified in the Final Audit Report for 2023/2024 financial year.
- Rectify all Current Year Misallocations, Errors, Misstatements and Correction of the Opening Balances.
- Rectify all payables and alignment with audit findings,
- Prepare employee related costs registers in line with income and expenditure votes on the budget,
- Employee related and third-party recons,
- Accrual VAT calculations,
- High Level Review of the Current Year Financial Records, and Assistance with Adjusting Journals and General Ledger.
- Receivables from exchange and non-exchange transactions,
- Debt impairment,
- Aligning Trial Balance to Annual Financial Statements.
- Compile GRAP Compliant Annual Financial Statements including Notes, Workings and Schedules.
- Compilation of the AFS Audit File in line with National Treasury Guidelines.
- Skills Transfer to Key Employees within the Municipality who will be seconded to the Project.
- Reconcile the general ledger/ AFS to the various nominal ledgers/registers e.g. FAR to the AFS, Debtor's Age Analysis to the AFS
- Reconcile or clear all suspense accounts
- Any other work as delegated by the MM/CFO

Documents is at Supply Chain Management unit !Kheis Municipality

Quotations will be opened on the same day at Supply Chain Management unit at 16h00. Late or unmarked bids will not be considered.

The quotation must be submitted on the letterhead of your business and to 97 Oranje Street, Groblershoop, 8850 or it can be mailed to blockdonovan@gmail.com and louw.cynthia22@gmail.com

The maximum points for this tender are allocated as follows:

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

The following conditions will apply:

Specific Goals

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

Locality / Region	Points
Within the !Kheis area	20
Within the ZF District area	15
Outside the District area but within the Northern Cape	10
Outside Northern Cape	5

Documents may be collected during working hours from 7h30 to 16h30 at !Kheis Municipality from 24 July 2025.

Closing date for submit of quotations is on 11 August 2025 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
- An original tax clearance certificate must be submitted
- Supplier must be registered on the National Treasury Central Supplier Database
- A Certificate B-BBEE certificate must be submitted or sworn affidavit must be submitted
- Price quoted must be firm and must be inclusive of VAT
- 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, MBD 9** and **Sworn affidavit** must be scrutinized completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

Criteria for scoring is: **80 points for price, 20 points for B-BBEE status level contributor.**

Bids will be evaluated on Functionality:

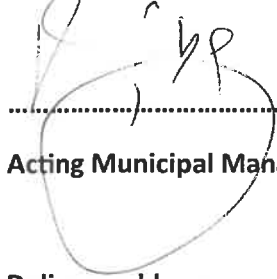
The bid will be evaluated on functionality with the following criteria:

CATEGORY OF FUNCTIONALITY	MAXIMUM SCORE
a) Qualifications and skills based on Project: CV's	30
b) Reference to similar work done	20
c) Knowledge and experience in terms Technology systems	15
d) Time schedule with clear deadlines and deliverables	20
e) Methodology and project approach	15
TOTAL POINTS (N_Q)	100

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



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Acting Municipal Manager

Delivery address

!Kheis Municipality

97 Oranje Street

Grobblershoop

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 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.