



REQUEST FOR PROPOSALS

Proposals are hereby requested from qualified and experienced service providers for the detailed review, update and preparation of the financial procedures of the local municipality. Service provider will be expected to transfer skills to the affected departments by providing workshop on the reviewed policies. The municipality will give a List of policies, which require review as a result of internal procedure.

Name & Description	Closing date & time
Development of internal controls and procedures manual KSM/03/B/2014/2015.	11 th July 2014, 12H00

Invalid or non-submission of the following documents will render the proposal disqualified

- Original Valid Tax Clearance Certificate
- Certified copies of originals of company registration documents and ID documents of members
- Company Profile with contactable references
- CV's of professional staff for the project
- Certificate of professional body
- JV agreement (if applicable)

STAGE 1: FUNCTIONALITY

Previous experience in policy review and development of Internal Control procedure manual.	30
Methodology	10
Relevant Qualifications (Minimum Bachelours degree in Commerce)	5
List of successful implementation (minimum two) qualify for 5 points.	5

Bidders who score less than 60% on functionality will not be considered further for stage 2.

STAGE 2

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

CRITERIA	POINTS
Price	80
B-BBEE Status Level of Contribution	20

Bidders will be evaluated in terms of the Supply Chain Management policy of the KwaSani Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of Bid or not to consider any Bidder not suitably endorsed is fully reserved by the KwaSani Municipality.

Completed Bid in black ink and clearly marked "Development of internal controls and procedures manual" must be placed in the tender box, KwaSani Municipality Building, Reception area, 32 Arbuckle street, Himeville, 3256, not later than 12H00 on 11th July 2014 at which hour and date proposals will be open in public.

Telegraphic , telephonic , telefax ,facsimile ,email and late tenders will not be accepted. NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.



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Ms. NC James
Municipal Manager