



### REQUEST FOR PROPOSALS

Proposals are hereby requested from qualified and experienced service providers for the Training of Budget and Treasury Office(BTO) Staff on Caseware for the preparation of Financial Statements . Service provider will be required to support the Municipality on Quarterly Financial Statement compilation.

Name & Description	Closing date & time
Training of Budget and Treasury Office(BTO) Staff on Caseware for the preparation of Financial Statements KSM/15/Q/2014/2015	03 October 2014, 16H00

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

- Original Valid Tax Clearance Certificate
- Certified copy of BBBEE 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
- JV agreement (if applicable)
- Previous experience in Compilation of Annual Financial Statements on Caseware Minimum 2 years.
- Relevant Qualifications of staff ( degree in Commerce)

**Evaluation Criteria:**

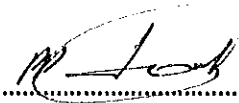
**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

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 proposals in black ink and clearly marked "Training BTO staff on caseware for preparation of Financial Statements" must be placed in the tender box, Kwa Sani Municipality Building, Reception area, 32 Arbuckle street, Himeville, 3256, not later than 16H00 on 03<sup>rd</sup> October 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.



Municipal Manager  
Ms NC James

**Kwasani Municipality**  
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