



KWA SANI MUNICIPALITY

Box 43 Himeville 3256, 32 Arbuckle Street Himeville 3256

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN QUOTATION FOR THE REVIEW OF FINANCIAL STATEMENTS FOR THE 2011 / 2012 FINANCIAL YEAR

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be emailed to (sco@kwasani.co.za) or delivered by hand to: 32 Arbuckle Street, Himeville, 3256 not later than **25 July 2012 @ 16:00**

The KwaSani Municipality hereby invites proposal from experienced services providers for the review of its Annual Financial Statements 2011/2012 financial year:

DETAILS OF SERVICE PROVIDER'S PROPOSAL

Prospective service provider must provide information in the under-mentioned sequence and in not more than 10 (ten) pages:

- Company profile.
- Approach and Methodology to be used in the review process.
- Similar Municipal assignments undertaken, contactable references, nature of assignment, duration (must include name of Municipality)
- Profile of various individuals assigned to perform the review as depicted on the scope above.

The successful service provider is required to:

- Provide external assistance to review a set of financial statements that will be prepared on Case Ware.
- Ensure a complete and accurate set of financial statements are reviewed and presented to the audit committee on the 17 August 2012 and to council and Auditor general for subsequent review.
- Ensure accurate financial reporting;
- Compilation of a credible set of financial statements supplemented by a detailed working paper file that ties back to the financial statements.
- Assist and provide technical support to the municipality as questions relating to the financial statements and disclosure arise.

COMPETENCY/EXPERTISE REQUIRED

- Knowledge and expertise in the application of the Generally Recognised Accounting Practices in municipalities.
- Thorough knowledge and understanding of the legal requirements and National Treasury guidelines in respect of the preparation and processes of municipalities.
- Thorough knowledge of the MFMA and related legislation.
- Knowledge and experience in the workings with Case Ware financial system used by municipality to prepare the statements.
- Service providers shall provide only personnel with the required competency and skills necessary to complete the task assigned.
- The Service provider shall have available, and make available, proof of any skills qualifications claimed including CV's of all individuals mentioned in the Service providers' submission.

SCHEDULE AND EVALUTATION CRITERIA

KSM reserves the right not to accept any bid or part of bids, as the information outlined in the evaluation matrix table below will play a major role when evaluating this quotation. The Preferential Procurement Policy Framework Act and SCM Policy Framework will apply in the evaluation and adjudication of this bid. (80 / 20 preferential point system).

Prospective bidders will be rated on functionality in accordance with the following matrix. In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned below.

	Criteria	Points Awarded
1	Company Profile	10
	<i>Industry Experience – Completed years</i>	
	15 years or more Industry Experience	10
	Min of 10 years max of 14 years	5
	Min of 5 years max of 9 years	3
2	Staff Component	30
2.1	Financial Related -	20
	NQF Level 8	20
	NQF Level 7	10
	NQF Level 6	5
2.2	Experience of Individuals Assigned to perform the Review of Financial Statements	10
	15 years or more Industry Experience	10
	Min of 6 years max of 14 years	8
	Min of 3 years max of 5 years	5

3	Number of Reviews or Preparation of AFS for other Municipality's	
	10 Reviews / Preparation or more	10
	Min of 5 max of 10	5
	Less than 5	1
4	Type of Audit Report Received by the Municipality as a result of Preparation / Review	20
	Clean Audit	20
	Unqualified	10
	Average score for total number of Reviews / Preparation of AFS's will be taken.	
	Refer to Treasury website for Auditor General's reports for confirmation of this.	
	Total 80 – Qualify to next Stage = MIN OF 42	

The bid documents will be evaluated individually on score sheets, by a representative evaluation panel, according to the above mentioned evaluation criteria. All services providers who score less than 42 for functionality will not be considered further.

NB. Functionality will be assessed separately from the 80/20 formula. The first stage will be the assessment of functionality through the use of rating criteria determined by the Municipality, wherein the bidders with sufficient experience and technical capacity will be assessed.

11. CONTACT PERSON FOR TECHNICAL ENQUIRIES

Should there be any enquiries, please direct them to the following person:

K. Mackerduth
 Chief Finance Officer
 Kwa Sani Municipality
 Tel (033) 702 1060
 Mobile 076 208 6809
 E-mail: cfo@kwasani.co.za


 MW DLAMINI
 ACTING MUNICIPAL MANAGER

18/07/2012