



GREATER TZANEEN MUNICIPALITY
SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: FINANCE SERVICES DEPARTMENT



BID DESCRIPTION: COMPILATION OF GREATER TZANEEN MUNICIPALITY ANNUAL FINANCIAL STATEMENTS AND CONSOLIDATED ANNUAL FINANCIAL STATEMENTS ON CASEWARE FOR THE 2015/2016 FINANCIAL YEAR

QUOTE NO: SCMUQ 06/2016

Quotations are hereby requested from experience service providers for compilation of Greater Tzaneen Municipality annual financial statements and consolidated annual financial statements on Case ware for the 2015/2016 financial year. Quotation documents are obtainable at the Greater Tzaneen Municipality, Finance department, **upon payment of non-refundable fee of R50 payable at the Revenue offices: Greater Tzaneen Municipality, Civic centre, Agatha Street.**

Completed quotation documents with attachments must be in sealed envelope and deposited into the quotation box of Greater Tzaneen Municipality, Civic Centre, Agatha Street, marked as Quote No: SCMUQ 06/2016" bidder's name, postal address and contact details of the bidder."

Interested service providers must give proof of the following documents to avoid disqualification: Valid TAX clearance certificate; B-BBEE certificate, Company registration / CK form; Key personnel (Certified ID Copy, qualifications, attach accreditations certificate & CV), Proof of registration with relevant body (SAICA), proof of work experience

Closing date: 01 July 2016 @ 12:00 at Council Chamber.

EVALUATION OF BIDS

N.B: The evaluation of bid will be conducted in two stages. First stage it be the assessment of functionality: Company similar work experience (Attach appointment letter/ order) - 30 Points, Bank Rating – 10 Points, Methodology -- 20 points, Key personnel Experience (Attach CV and Certified Certificates of qualifications) – 40 Points thereafter **only bidders that obtain 70 points will be evaluated in terms of 80/20** Preference point scoring system, where 80 points will be allocated for price only and 20 points will be allocated based on the Broad Based Black Economic Empowerment (B-BBEE) status level of contributor. **Bidders are required to submit original and valid B-BBEE status level verification certificate or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.**

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS

- The Greater Tzaneen Municipality Supply Chain Management Policy will apply;
- Broad Based Black Economic Empowerment (BBBEE) Act will apply;
- Greater Tzaneen Municipality does not bind itself to accept the lowest or any quotation and reserves the rights to accept the whole part of the quotation; Council reserves the right not to appoint;
- Quotations which are late, incomplete, unsigned, faxed or emailed will not be accepted and
- Contract Period : once off

Technical enquiries should be directed to Mr. J. Biewenga @ 015 307 8061

Administrative enquiries should be directed to Leon Mashao @ 076 813 4063/ 015 307 8035

Mr. S.R. Monakedi
Municipal Manager
Greater Tzaneen Municipality