

# GREATER TZANEEN MUNICIPALITY



## SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER FOR TRAINING ON GRAP

QUOTE NO: SCMUQ 28/2026

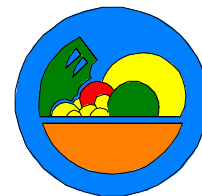
NAME OF BIDDER: .....

AMOUNT R ..... VAT incl.

AMOUNT IN WORDS: .....

.....RAND

CLOSING DATE: 10 JULY 2026 @ 12H00



**PART A: MBD1**  
**GREATER TZANEEN MUNICIPALITY**  
**GROTER TZANEEN MUNISIPALITEIT**

---

**SUPPLY CHAIN MANAGEMENT UNIT**  
**DEPARTMENT: BUDGET AND TREASURY SERVICES**

**QUOTE DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER FOR TRAINING ON GRAP**

**QUOTE NO: SCMUQ 28/2026**

Quotations are hereby invited from interested service provider for the Appointment of service provider for training on GRAP. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal website.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 28/2026, postal address and contact details of the bidder.**

**Document will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za) and Supply Chain Office from the date of advert.**

**Stage-1 Mandatory requirements**

**NB: BIDDERS MUST PROVIDE PROOF OF THE FOLLOWING TO AVOID DISQUALIFICATION**

- Proposed training methodology and approach

**Stage- 2 Administrative requirements**

- Copy of company registration certificate / documents from CIPC
- Recently Certified ID copies of all directors
- Latest CSD registration summary report
- Copy / printed Tax compliance status pin or certificate
- Statement of municipal rates and taxes for both company and directors appearing in the CK 9not older that 3 months / if renting provide copy of Lease Agreement with 3 Months proof of payment only (No statement) / certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction / letter from traditional authority not older than 3 months for the company and the directors.
- Venture Agreement signed off by both parties (In case of a Joint Venture)

Advert Publication date: 03 July 2026, Advert Number of days: 07 days.

**Closing date: 10 July 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.**

**EVALUATION OF BIDS**

The Evaluation of the bid will be conducted in two stages; first stage will be assessment on functionality: Relevant company experience – 40; Proposed training Methodology and Approach – 20; Key personnel experience and qualifications – 30 points; registration with professional body – 10 Points. Only bidders who obtain 70 points will be subjected to 80/20 Preference point scoring system, where 80 points will be allocated for price only and 20 points will be allocated based on the specific goals points scored.

**Bidders shall take note of the following bid conditions:**

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

- a) Specific goals points scored.
- b) Council reserves the right not to appoint.
- c) No bidder will be appointed if not registered on Central Supplier Database.
- d) Contract period of this quote is – once off procurement.
- e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

**Technical enquiries should be directed to Mr. M Mathebula @ 015 307 8061**

**Administrative enquiries must be directed to Ms. N Mogofe @ 015 307 8086**

-----  
Mr. F Mthetwa  
Acting Municipal Manager  
Greater Tzaneen Municipality

**PART B.1**  
**FORM OF OFFER**

**Quote for contract number: SCMUQ 28/2026**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter into this contract on behalf of:

\_\_\_\_\_  
By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this bid.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.**

**Part B. 2**  
**Quote Information**

Details of person responsible for bidding process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the bid for

Contract\_\_\_\_\_ **No**\_\_\_\_\_

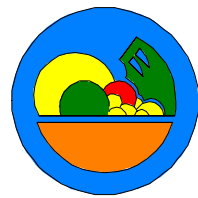
And any contract, which may arise there from on behalf of

---

Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of signatory



**GREATER TZANEEN MUNICIPALITY  
GROTER TZANEEN MUNISIPALITEIT  
MASIPALA WA TZANEEN  
MASEPALA WA TZANEEN**

P.O. BOX 24  
TZANEEN  
0850

TEL: 015 307 8000  
FAX: 015 307 8049

Tropical Paradise

[www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)

**GREATER TZANEEN MUNICIPALITY**



**SPECIFICATION  
APPOINTMENT OF SERVICE PROVIDER TO PROVIDE GRAP TRAINING**

# **TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER TO PROVIDE GRAP TRAINING**

## **BACKGROUND AND INTRODUCTION**

The municipality intends to procure the services of suitably qualified and experienced service providers to conduct two separate training sessions on selected GRAP Standards and one training session on preparation of AFS. The aim is to enhance the financial reporting competencies of the employees in alignment with the Generally Recognized Accounting Practice (GRAP) standards, as prescribed by the Accounting Standards Board (ASB).

## **PURPOSE OF GRAP TRAINING**

The training is aimed at enhancing the municipality's compliance with GRAP reporting framework. To support this goal, employees at various levels are involvement in the financial reporting process, which must stay abreast with the development in financial reporting, updates, best practice and understanding of GRAP principles and their practical application.

The training serves two distinct purposes, tailored for different target audiences:

Technical training targeting senior employees directly involved in AFS Preparation

- The advance training, which is aimed to equip senior finance personnel with a detailed understanding of key GRAP standards that are critical in the preparation of AFS.
- Enhance the practical application of complex accounting principles related to Assets, Liabilities, Revenue recognition, Provisions, Impairment, and financial instruments.
- Provide insight and technical working session into recent updates and changes to GRAP standards and interpretations (iGRAPs), enabling staff to align their work with the latest requirements of the ASB.
- Address common challenges encountered during audit processes, including the treatment of audit findings and prior period errors.
- Ensure that technical employees are confident and competent in applying GRAP principles when compiling and reviewing AFS, thereof reducing the risk of material misstatements and audit findings.

Non-technical training on GRAP targeting employees who support the team involved in AFS Preparation

Although the employees are not directly involved in the preparation of AFS, their inputs and activities contribute to the quality and accuracy of financial reporting. The training therefore aims to:

- Provide a foundational understanding of GRAP concepts and terminology to create greater awareness of how their work feeds into the AFS process.
- Clarify the importance of compliance with financial policies, internal controls, and documentation standards.
- Bridge the gap between operational activities and financial implications, especially in areas such as expenditure management, revenue collection, procurement, and stores management.
- Minimise audit risks by improving the quality of data and supporting documentation submitted to the Budget and Treasury, Financial Reporting office.

## **SCOPE OF WORK**

The appointed service provider will be required to:

- Design and deliver two separate GRAP training sessions:
  - o Session 1: Technical training to employees directly involved in the preparation of AFS.
  - o Session 2: Non-technical to employees who are not directly responsible for AFS preparation but whose work impacts financial reporting.
- Prepare and provide training material, manuals, case studies and presentations for both sessions.
- Facilitate interactive and practical training sessions that include recent updates and illustrative examples.
- Assess participants' understanding through post-training evaluations.
- Provide attendance registers, certificates of completion and a detailed training report upon conclusion.

**The following topics are to be covered:**

The training content must include the following but is not limited to, the following GRAP Standards:

1. GRAP 3 – Accounting Policies, Changes in Accounting Estimates and Errors
2. GRAP 9 – Revenue from Exchange Transactions
3. GRAP 16 – Investment Property
4. GRAP 17 – Property, Plant and Equipment
5. GRAP 18 – Segment Reporting
6. GRAP 19 – Provisions, Contingent Liabilities and Contingent Assets
7. GRAP 21 – Impairment of Non-cash Generating Assets
8. GRAP 23 – Revenue from Non-Exchange Transactions
9. GRAP 104- Financial Instruments
10. iGRAP overview – Interpretation of GRAP Standards
11. Latest changes to GRAP standards – including new pronouncements, amendments and any changes by the ASB.

**4. TARGET AUDIENCE**

- Technical Group: Finance managers and officials involved in compiling the AFS including internal audit for review of AFS.
- Non-Technical Group: Employees from departments/divisions with indirect impact to the AFS.

**5. DURATION**

- Technical training sessions is to be conducted over three days.
- Technical training sessions is to be conducted over two days.

## FUNCTIONALITY CRITERIA

The procedure for the evaluation of responsive tenders is (1) Functionality Requirements and (2) Price and Preference in accordance municipal SCM Policy, the Preferential Procurement Policy Framework Act, and the Preferential Procurement Policy Framework Act Regulations. The minimum number of evaluation points for Functionality is 70% and bidders that do not achieve a minimum 70% points out of 100 points will not be evaluated further.

The information requested from bidders has been identified by the Municipality as necessary in order for the institution to be able to evaluate the capability, suitability, and capacity of the bidders. Unclear, vague or incomplete information provided will result in no points being allocated.

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                             | SUB-CRITERIA                                                                | SCORING (1-5) | WEIGHT     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------|------------|
| <b>1. Relevant working experience in GRAP training (A proven track record in providing GRAP training to local government. In depth knowledge of public sector accounting and applicable GRAP standard)</b><br><br><i>(The bidder is required to submit reference letters, appointment letters)</i>                                                                                                                                                   | Appointment letters or reference letters with More than 5 years' experience | 5             | <b>40</b>  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Appointment letters or reference letters with 4 years. experience           | 3             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Appointment letters or reference letters with 1-3 years' experience         | 2             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No relevant experience attached                                             | 0             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |               |            |
| <b>2. Proposed Training Methodology and Approach – Clarity and relevance of proposed training methodology and approach.</b><br><br><i>(The bidder is required to submit reference letters, appointment letters)</i>                                                                                                                                                                                                                                  | Customised approach for technical and non-technical groups                  | 5             | <b>20</b>  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Standard approach – limited inter activity                                  | 3             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Generic/nonspecific approach                                                | 0             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |               |            |
| <b>3. Key personnel: Must have <u>minimum NQF level 8</u> and relevant qualifications in Accounting</b><br><b>Academic and professional qualifications of the proposed facilitator(s)</b> <ul style="list-style-type: none"> <li>GRAP Training – Key personnel must be registered with professional body</li> <li>Experience in providing GRAP trainings in local government</li> <li>Attach CV and qualifications i.e. CA(SA), ACCA etc.</li> </ul> | NQF level 8 designation and more than 5 years' relevant experience          | 5             | <b>30</b>  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NQF level 7 and 4-5 relevant experience                                     | 3             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1-3years relevant experience                                                | 2             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No relevant key personnel experience                                        | 0             |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |               |            |
| <b>4. Registration with professional body</b>                                                                                                                                                                                                                                                                                                                                                                                                        | Registration with CA (SA), ACCA                                             | 5             | <b>10</b>  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Not registration with professional body                                     | 0             |            |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |               | <b>100</b> |

## 7. PRICING SCHEDULE

| Component              | Estimated no of delegates | Unit Price (Excluding VAT) | Total |
|------------------------|---------------------------|----------------------------|-------|
| Technical Training     | 22                        | R                          | R     |
| Non-technical training | 25                        | R                          | R     |
|                        |                           | Sub Total                  | R     |
|                        |                           | Vat 15%                    | R     |
|                        |                           | Total Amount               | R     |

- ✚ Accommodation and Travelling will be reimbursed in line with tariff determined by the National Department of Transport.
- ✚ The rates should be VAT inclusive
- ✚ The municipality will cover the costs associated with the venue booking
- ✚ The municipality reserves the right to award training sessions to different service providers and may adjust(add/reduce) the number of delegates as needed.

### Duration

The required training sessions are one-time events and are scheduled to be rolled out in July 2026

**NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.**

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) | Means of verification (MOV) for specific goals            |      |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------|------|
| Black person as defined in the policy                       | 20                                                                                |                                                                           | CK, CSD report and Certified Identification documentation | Tick |
| <b>TOTAL</b>                                                | <b>20</b>                                                                         |                                                                           |                                                           |      |

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative: .....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>): .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state?
- YES / NO**
- 3.8.1 If yes, furnish particulars.....
- .....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
- (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) 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, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ... **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company’s directors, trustees, managers?  
Principle shareholders or stakeholders in service of the state?..... **YES/ NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers,  
Principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers,  
Principal shareholders or stakeholders of this company  
Have any interest in any other related companies or  
Business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder