GREATER TZANEEN MUNICIPALITY

FROM NATURE

SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: APPOINTMENT OF SERVICE RPOVIDER FOR PREPARATION OF ANNUAL FINANCIAL STATEMENTS TRAINING

QUOTE NO: SCMUQ 29/2026

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 PREPARATION OF ANNUAL FINANCIAL STATEMENTS TRAINING

QUOTE NO: SCMUQ 29/2026

Quotations are hereby invited from interested service provider for the Appointment of service provider for preparation of annual financial statements training. 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 29/2026, postal address and contact details of the bidder.**

Document will be available at 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

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 29/2026

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

SPECIFICATION
APPOINTMENT OF SERVICE PROVIDER TO PROVIDE GRAP TRAINING

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANNUAL FINANCIAL STATEMENTS (AFS) PREPARATION TRAINING

1. BACKGROUND AND INTRODUCTION

Greater Tzaneen Municipality intends to appoint a suitably qualified and experienced service provider to facilitate practical advanced training on the preparation of Annual Financial Statements (AFS) in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), the Municipal Finance Management Act (MFMA), applicable Treasury Regulations, and Accounting Standards Board (ASB) pronouncements.

The advanced training is intended to strengthen the municipality's financial reporting capacity by equipping officials with the technical knowledge and practical skills required to prepare high-quality, GRAP-compliant Annual Financial Statements that support improved audit outcomes and legislative compliance.

2. PURPOSE OF AFS TRAINING

The purpose of the training is to improve the competency of municipal officials involved in the preparation, peer review and support of the Annual Financial Statements.
The training seeks to:

- Strengthen practical knowledge of the Annual Financial Statements preparation process.
- Improve the quality and accuracy of Annual Financial Statements submitted for audit.
- Enhance understanding of the disclosure requirements prescribed by GRAP.
- Equip officials with practical techniques for preparing compliant disclosure notes and supporting working papers.
- Strengthen the linkage between the Trial Balance, supporting schedules and the Annual Financial Statements.
- Address common audit findings relating to Annual Financial Statements preparation.
- Improve the municipality's readiness for external audit.
- Provide practical guidance on implementing recent amendments to GRAP Standards and Accounting Standards Board pronouncements that affect Annual Financial Statements.

3. OBJECTIVES OF THE TRAINING

Upon completion of the training, participants should be able to:

- Prepare complete GRAP-compliant Annual Financial Statements.
- Compile disclosure notes and supporting schedules.
- Perform year-end accounting adjustments.
- Prepare working papers that adequately support figures disclosed in the AFS.
- Identify and correct common errors identified during external audits.
- Apply Accounting Standards Board updates affecting municipal financial reporting.
- Understand the relationship between financial reporting modules, asset management, revenue, expenditure, cash management and the final Annual Financial Statements.

4. SCOPE OF WORK

The appointed service provider shall:

- Design and facilitate a practical Annual Financial Statements Preparation Training programme.
- Develop training material, manuals, practical exercises, templates and case studies based on municipal Annual Financial Statements.
- Use practical municipal examples throughout the training.
- Facilitate interactive working sessions where participants prepare portions of the Annual Financial Statements.
- Provide guidance on developing audit-ready supporting working papers.
- Conduct practical assessments during the training.
- Provide attendance registers, training material, certificates of attendance and a comprehensive training report upon completion.

5. TRAINING CONTENT

The training shall include, but not be limited to, the following topics:
Annual Financial Statements Preparation

- Overview of the Municipal Financial Reporting Framework
- Components of the Annual Financial Statements
- Statement of Financial Position
- Statement of Financial Performance
- Statement of Changes in Net Assets
- Cash Flow Statement
- Comparison of Budget and Actual Amounts
- Accounting Policies
- Disclosure Notes
- Best practices

Working Papers

- Preparation of audit-ready supporting schedules
- Cross-referencing and indexing
- Reconciliation of balances
- Materiality considerations
- Working paper file management

Year-End Financial Reporting

- Year-end closure procedures
- Journal processing and year-end adjustments
- Prior period errors
- Accounting estimates
- Supporting documentation

Practical GRAP Application
Application of relevant GRAP Standards affecting Annual Financial Statements, including but not limited to:

- GRAP 1
- GRAP 3
- GRAP 17
- GRAP 19
- GRAP 21
- GRAP 23
- GRAP 31
- GRAP 104
- Relevant iGRAPs
- Latest Accounting Standards Board pronouncements and amendments

Audit Readiness

- Common AGSA findings
- Audit file preparation
- Best practice

6. TARGET AUDIENCE

The training is targeted for Finance Managers, Senior Accountants, and Accountants. The officials involved are from the following divisions:

- Budget and Financial Reporting
- Asset Management, Revenue, and Expenditure
- Stores and Senior Supply Chain Management (SCM)
- Internal Audit for the review of Annual Financial Statements (AFS)

Estimated number of delegates: *Approximately 22 participants.*

7. DURATION

The training shall be conducted over three (3) consecutive days.
The training should consist of a combination of presentations, practical workshops and case studies.

8. 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**
1. Extensive work experience in preparation and review of Annual Financial Statements in local government (*The bidder is required to submit reference letters, appointment letters*)			**40**
	Appointment letters or reference letters with More than 5yrs experience	5	
	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	
2. Proposed methodology demonstrating a practical, workshop-based approach to AFS preparation (*The bidder is required to submit reference letters, appointment letters*)			**20**
	Customized approach for technical training	5	
	Standard approach – limited inter activity	3	
	Generic/non-specific approach	0	
3. Key personnel: Qualifications and experience of facilitators (minimum NQF Level 8) The facilitator(s) must have experience in preparation or review of AFS in local government	NQF level 8 designation and more than 5 years' relevant experience	5	**30**
	NQF level 7 and 4-5 relevant experience	3	
	1-3years relevant experience	2	
	No relevant key personnel experience	0	
4.Registration with professional body	Registration with CA(SA), SAIPA, ACCA or Equivalent	5	**10**
	No registration with CA(SA), SAIPA, ACCA or equivalent	0	
Total			**100**

9. PRICING SCHEDULE

Component	Estimated no of delegates	Unit price (excluding VAT)	Total
Annual Financial Statements Preparation Training (3 Days)	22	R	R
Training Material	Included		
	Sub total		R
	Vat 15%		R
	Total		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.*

10. TRAINING DURATION

The required training is a once-off intervention and is anticipated to be conducted during July 2026, subject to confirmation by the Municipality.

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**
TOTAL	**20**			

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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[2]): ………………….

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.……………………………………………………….

……………………………………………………………………………………

[1]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.

[2] 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