



O.R. TAMBO  
DISTRICT MUNICIPALITY

## REQUEST FOR PROPOSALS

The O.R.Tambo District Municipality is classified as a high capacity municipality and has an entity (Ntinga O.R.Tambo Development Agency) and is already Fully GRAP compliant. As a result it is required to fully comply to all GRAP (Generally Recognised Accounting Practice) Statements as issued by National Treasury. This is therefore to invite suitable qualified and experienced service providers to make proposals for the preparation of Generally Recognized Accounting Practice (GRAP) Annual Financial Statements for the year ended 30 June 2011. All assertions embodied in the Annual Financial Statements should be adequately and comprehensively addressed. The preparations should include year end procedures (it is expected that the preferred service provider will be hands on with the year end procedures). The service provider is expected to provide a continuous technical support throughout the audit process.

Bid Number	Name & Description	Closing date & time
ORTDM SCMU 25-10/11	Preparation of Grap Financial Statements	20 May 2011, 12H00

### Scope of Works

Scope of works is available on our website [www.ortambodm.org.za](http://www.ortambodm.org.za).

All proposals should include:

- Costs broken down in number of hours, hourly rate and a total for all the professional staff that will be involved in the project, and overall total for the project
- Disbursements broken down into rate per km
- Estimated time of completion
- All proposals must be inclusive of VAT
- Payments will be done based on deliverables as follows:
  - a. 60% on production of AFS by 05 August 2011 and Audit file (50%) and submission AFS to Auditor-General(10%)
  - b. 15% on production of Consolidated AFS by 13 September 2011 and Audit file
  - c. 25% on response to audit queries and production of adjusted AFS

Contact persons: Mr S.Qegu-047-501 7000/11 or Mr S.Hopa -047-501 7000/29 or Mrs F.Mgidlana-047-501 7000/10

A briefing session will be held on the 12 May 2011 in O.R.Tambo District Municipality Offices (opposite Pick n Pay Supermarket) Executive Mayor's Boardroom at 10H00.

The following documents must be submitted:

- Original Valid Tax Clearance 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
- Certificate of professional body
- JV agreement (if applicable)

Proposals will be evaluated based on the following criteria:

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Functionality	Weight
Previous experience in preparation of GRAP AFS	30
Methodology	10
Relevant Qualifications	5
List of successful implementation	5

Note: Bidders who score less than 60% on functionality will not be considered further for price.

Bidders are requested to submit two separate envelopes for technical specification and price. These envelopes need to be marked clearly so as to be differentiated for each other.

90/10 Preference point system will be used as per the ORTDM SCM policy where 40 points for price , 50 for functionality and 10 for HDI status.

All tenders and supporting documents must be placed in a sealed envelope clearly marked "ORTDM SCMU 25-10/11 preparation of Annual Financial Statements" and deposited in the tender box at:

Tender Box  
O.R.Tambo District Municipality  
Private Bag X 6043  
Mthatha  
5099

Or hand delivered to Tender Box:  
O.R.Tambo House (Reception)  
Nelson Mandela Drive  
Mthatha

On or before **closing date: 12H00 20 May 2011**

**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.**

**Acting Municipal Manager  
Mr.A.M. Ncube**