



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

Proposals should at least cover the following (Scope of Work):

- ❖ Preparation of Grap AFS for year ended 30 June 2011 by not later than 05 August 2011
- ❖ Preparation of Grap Consolidated AFS (Parent Municipality and Municipal Entity) for the year ended 30 June 2011 by not later than 13 September 2011
- ❖ Preparation of all supporting schedules in relation to Grap AFS,
- ❖ Preparation of audit file for all account balances balancing to trial balance & transactions
- ❖ Measurement of water inventory
- ❖ Revaluation of property plant and equipment as prescribed and their impairments,
- ❖ Full compliance with all GRAP Statements,
- ❖ Transfer of skills to Budget & Treasury Office Staff,
- ❖ High and advanced proficiency in spreadsheets,
- ❖ Review and recommend changes to chart of Accounts so that it is in compliance with Grap,
- ❖ Financial statements checklist and activity plan/work plan,
- ❖ Detail review of fixed asset register to ensure a full compliance with GRAP 17
- ❖ Perform a thorough reconciliation of fixed assets register with General Ledger and the physical assets,
- ❖ Perform a thorough reconciliation of all account balances,
- ❖ Assist in attending to all Audit queries raised in the 2009/2010 audit report & management letter,
- ❖ Prompt response to audit queries relating to Grap AFS,
- ❖ A successful tender will be subjected to enter into a service level agreement with clear deliverables before commencement of the project.

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**