



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "FINANCIAL STATEMENTS SUPPORT 2013/14 IN PREPARATION FOR THE AUDIT"

TO THE QUOTATION BOX SITUATED AT: **RATES AND TAXES HALL (LESEDI OFFICES)**

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1438

ON OR BEFORE, 10 JULY 2014 @ 12H00. ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR SUCCESS MAROTA @ (016) 340 4310 OR SIBULELO NXATHI WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: FINANCE

DATE: 03 JULY 2014

SPECIFICATIONS: FINANCIAL STATEMENTS SUPPORT 2013/14 IN PREPARATION FOR THE AUDIT

ITEM		DESCRIPTION
1	Experience	Experience in hands on support for preparation of financial statements including all supporting documents, preparation of reconciliations and clearing suspense accounts.

Name of Company: _____

Fax: _____

Telephone: _____

Date: _____

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate
- Forms listed below (MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9)
- Latest municipal account
- Original B-BBEE Certificate/Certified copy

EVALUATION CRITERIA: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD forms, Clearance Certificate for Water can be downloaded from our website: www.lesedilm.gov.za/key/scm and should be scrutinized, completed and submitted together with your quotation. MBD forms and the Clearance Certificate for Water and Lights must be fully completed and signed. Bids completed in pencil and the use of Tippex will be regarded as invalid bids.

FUNCTIONALITY:

All quotations received will be evaluated on the basis of functionality and price. The following functionality criteria will be applicable and the maximum weights are indicated in brackets:

- 1) Previous experience in the Preparation of Financial Statements support for local government(100)

A bidder that scores less than 60 % in respect of "Functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For each criterion a score of 0-5 will be allocated and multiplied by the weighting factor. After evaluation the score will be totalled. The most suitable candidate will be selected.

NB: Bidders who are not registered on the Lesedi Local Municipality's database for the year 2014 should make sure that they fill in the application form and submit it as part of their bids.

Ayanda Makhanya
Municipal Manager



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