

**WESKUS DISTRIKSMUNISIPALITEIT
WEST COAST DISTRICT MUNICIPALITY**



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: PROVISION OF ACCOUNTING, ADVISORY AND TRAINING SERVICES TO WEST COAST DISTRICT MUNICIPALITY MOORREESBURG

QUOTATION REFERENCE: 6/5/2/303

Kindly furnish us with a written quotation as per attached specifications:

Specification enquiries can be directed to **Mr.P April at 022 4338448**

The quotation must be clearly endorsed/marked with **Reference number: 6/5/2/303 – Provision of accounting, advisory and training services** and submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00, Tuesday, 13 August 2019** to:

Supply Chain Management Office, West Coast District Municipality, 58 Long Street, Moorreesburg or E-mail to scm@wcdm.co.za

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- It is expected of all prospective service providers who are not yet registered on the Central Supplier Database (**CSD**) to register without delay.
- The Municipality reserves the right not to award formal written price quotations to prospective suppliers who are not registered on the Database (CSD). Service providers to submit proof of registration on the CSD with quotation submissions
- The prospective Service providers attention is drawn to the following list of forms and other documents that need to be completed and submitted with his/her quotation documents:
 - a) Declaration of Interest (**MBD4**)
 - b) Declaration in terms of Clause 112(1)(I) of the Municipal Finance Act, Act No 56 of 2003 (**MBD8**).

- c) **If the bidders applied for a Tax Clearance Certificate after 18 April 2016, than the bidder should provide a master number or tax compliance status PIN must accompany the quotation documents to enable the municipality to verify the bidders tax clearance status**
 - d) Proof of registration for VAT (if applicable)
 - e) Certificate of independent determination (MBD9)
 - f) A original and valid B-BBEE Verification Certificate or certified copies
- In terms of Clause 112(1)(l) of the Municipal Finance Management Act, Act No 56 of 2003, persons who were convicted for fraud or corruption or who wilfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Bidder shall submit a sworn statement, a declaration of bidder's past Supply Chain Management practices to this effect (MBD8).
 - **The quotation must be completed in black ink and any corrections to the official quotation from must be made in Black ink and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified.**
 - Tenders that are not clearly endorsed, or which are received after the closing time and date will not be considered.
 - The bid documents should be carefully completed and no errors will be condoned after bids have been opened.
 - The fact and action of handing in a quotation to the Council is accepted as a contract between the Council and the Bidder whereby such a quotation remains valid and available for a period of thirty (30) days, calculated from the closing date as advertised for the quotation, for acceptance or non-acceptance by the Council. The bidder undertakes not to withdraw, or alter, the quotation during this period.
 - Notice of acceptance of the quotation by the Municipal Manager will be considered as a binding contract with effect from the date of such notice.
 - The Council does not bind itself to accept the lowest or any, quotation and reserves the right to accept any quotation in whole or part.
 - **The bidder will be liable to take out forward cover to barricade him/her against fluctuations of the exchange rate in the event of importing any component, related to the quotation, from any country dealing in currency other than that of South Africa.**
 - Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer 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 and/or take an oath declaring his/her

interest. A declaration of interest form must be completed and submitted to this effect **(MBD4)**

- A certificate of independent determination **(MBD9)** must be completed and submitted with your quotation. This is to inform bidders about the illegality of bid rigging and the penalties applicable to enterprises found to have engaged in such practices and the possible investigations and imposition of administrative penalties by the Competition Commission.
- The bid of any person who canvasses or solicits, or causes to be canvassed or solicited, the support of any person employed by or in the service of the Employer or of the Agent, Consulting Engineer in favour of his/her offer will not be considered.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017. The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20 **(MBD6.1)** must be scrutinized, completed and submitted together with your quotation.
- Bidders wishing to benefit from it must submit a original and valid B-BBEE Verification Certificate or certified copies thereof from a Verification Agency accredited by the South African Accreditation System (SANAS) or sworn affidavit as prescribed by Department of Trade and Industry together with the quotation. Failure to submit the abovementioned will result in the bidder only receiving the applicable points for price. The Municipality reserves the right to request proof of empowerment.
- A tax clearance certificate, issued by the South African Revenue Services (SARS), must accompany your quotation. **(If the bidders applied for a Tax Clearance Certificate after 18 April 2016, than the bidder should provide the PIN that can be shared with third parties to enable third parties to verify or confirm the tax compliance status of the bidder to whom the PIN belongs).** Official purchase order will only be placed against provision of tax clearance certificate or master registration number or tax compliance status PIN.
- Transaction will be subject to General Conditions of Contract (GCC).
- The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20, Tax Clearance Certificate Requirements, SARS Application for Tax Clearance Certificate, Declaration of bidder's Past Supply Chain Management practices, Certificate of Independent Bid Determination, Certificate for Local Production and Content, General Conditions of Contract and the Declaration of Interest can be downloaded from : www.westcoastdm.co.za/tenders
- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



SUPPLY CHAIN MANAGEMENT OFFICE

TEL: 022 433 8400

E-MAIL: scm@wcdm.co.za

1 August 2019

SPEKIFIKASIE / SPECIFICATION

<u>Besonderhede/Description</u>
<p><u>Provision of Accounting, Advisory and Training Services</u></p> <p>The West Coast District Municipality requires the services of appropriately qualified and experienced services providers for the provision of accounting, advisory and training services to the Finance Department of the West Coast District Municipality.</p> <p><u>Projects deliverables and methodology</u></p> <p><u>Deliverable 1:</u></p> <p>Analysis and review of each line item and disclosure note in the Annual Financial Statements (AFS) to ensure:</p> <ul style="list-style-type: none">➤ Compliance with recognition, measurement, presentation and disclosure requirements of GRAP; <p><u>Deliverable 2:</u></p> <p>In addition to deliverable 1 – Detailed review of the following line items:</p> <ul style="list-style-type: none">➤ Finance leases – completeness;➤ Roads Receivables/Admin Cost;➤ SCM – Infrastructure Capital Tenders;➤ Line items impacted by all Standards of GRAP issued and effective for periods after 1 April 2014: and➤ VAT – Change from 14% to 15% <p><u>Skill transfer:</u></p> <p>Skill transfer to internal staff to be a continuous process throughout the project.</p>

Costing:

To be per deliverable and the estimated hours to be spent on deliverables must be inclusive of VAT

To be inclusive of accommodation and travel

Deliverables	Estimated hours per deliverable	Accomodation and Travel	Cost per hour inclusive of VAT	Total Cost inclusive of VAT
Analysis and review of each line item and disclosure note in the Annual Financial Statements (AFS)				
Finance leases – completeness				
Roads Receivables/Admin Cost				
SCM – Infrastructure Capital Tenders				
Line items impacted by all Standards of GRAP issued and effective for periods after 1 April 2015				
VAT – Change from 14% to 15%				

The Proposal/Quote must be accompanied by a Company Profile of the Firm indicating proven previous experience and a list of Clients for whom these projects were undertaken.

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