



REQUEST FOR QUOTATIONS

PREPARATION OF FIXED ASSETS REGISTER - INFRASTRUCTURE

SCM CONTACT PERSON:	Mr. P Dyonase
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TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mr. Phakamisa Dyonase Chief Financial Officer
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REFERENCE NUMBER:	SCM/MOH/18/2018
DESCRIPTION:	Preparation of Fixed Assets register – Infrastructure
ADVERTISEMENT DATE:	29/06/2018
CLOSING DATE:	06/07/2018
CLOSING TIME:	14:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE:	N/A
SITE MEETING DATE:	N/A
SITE MEETING TIME:	N/A
PUBLIC OPENING:	No

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2011 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

Scope of work

ASSET UNDER CONSTRUCTION/ WORK IN PROGRESS (WIP)

1. Update the WIP register and componentise each project to ensure compliance to the amended GRAP 17 and determine their completion status to date
2. Physical verification of all the assets on the projects that are still under construction
3. Where assets do not have historical costs, fair value are t be determined
4. Review current useful life of each assets

5. Determine conditions and residual values of assets
6. Update and link the GIS database to the WIP register fixed assets to ensure that assets recorded in the WIP register are easily traceable on the GIS
7. Submit shape files with spatial data for assets on the register and maps to assist locating assets
8. Total value of payment on the project be reconciled with payment
9. Compile the project files with all the project documents

EXISTING INFRASTRUCTURE FIXED ASSETS REGISTER

1. Verify all the infrastructure assets and accurately record their locations and conditions to ensure existence of these assets and completeness of the fixed assets register
2. The verification process will include a number of assets that are situated in the various areas of the Mohokare Local Municipality. It will cover the following areas:
 - Zastron
 - Rouxville and
 - Smithfield
3. Where assets do not have historical costs, fair value are to be determined
4. Review current useful life of each asset and ensure that changes are reflected on the fixed assets register
5. Determine conditions and residual value of assets
6. Update and link the GIS database to the infrastructure Fixed Assets to ensure that assets recorded in the fixed assets register are easily traceable on the GIS
7. Submit shape files with spatial data for assets on the register and maps to assist locating assets

IMPAIRMENT AND DEPRECIATION

1. Assess all the assets for indicators of impairment and compute their recoverable amounts
2. Identify and record impairment and write-offs
3. Review assets that have reached an RUL of 2 years and physically verify the to assess their conditions
4. Keep a record of the work performed in assessment (Audit file)

WATER STOCK

1. Calculate the water stock volumes as at year-end of the financial year
2. Verify the depreciation and correct errors. Determine the net book values of the infrastructure asset register and calculate the depreciation

ASSIST WITH ALL AUDIT QUERIES RELATING TO THE INFRASTRUCTURE ASSETS

1. Assist on the Auditor General queries and submission of information
2. Clear all prior year audit findings, especially Auditor General report qualifications on infrastructure assets

KEY DELIVERABLES

1. A GRAP compliant fixed asset register

NB:

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation, tax clearance, declaration of interest (obtainable from the Municipality's website) CSD report and BBBEE certificate

NB: The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.

Vendors Registration:

Prospective vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the quotation closing date.

Moreover, suppliers must also be registered on the Centralised Suppliers Database.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

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

**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 PFMA, 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

Yours Faithfully

Mr. Selby Selepe
Municipal Manager