



**MOHOKARE**  
LOCAL MUNICIPALITY



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## REQUEST FOR QUOTATIONS

### **PROFESSIONAL SERVICE PROVIDER FOR FINAL BUDGET , IDP AND ANALYTICAL REVIEW – 2023/2024**

<b>SCM CONTACT PERSON:</b>	Mr. P Lesenyeho
<b>TELEPHONE NUMBER:</b>	(061) 267 1582
<b>E-MAIL ADDRESS:</b>	<a href="mailto:pule@mohokare.gov.za">pule@mohokare.gov.za</a>
<b>TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:</b>	Mr. T.V Mdluli Acting-Chief Financial Officer <a href="mailto:liveagain40@gmail.com">liveagain40@gmail.com</a> (062) 301 3028
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, “SCM/MOH/08/RFQ/2023 PROFESSIONAL SERVICE PROVIDER FOR FINAL BUDGET, IDP AND ANALYTICAL REVIEW – 2023/2024”, can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950  Bid documents must reach the Municipal Tender Box before the Closing date and time.
<b>REFERENCE NUMBER:</b>	SCM/MOH/08/RFQ/2023
<b>BID VALIDITY PERIOD:</b>	120 days (Commencing from the RFQ closing date)
<b>ADVERTISEMENT DATE:</b>	11/05/2023
<b>CLOSING DATE:</b>	19/05/2023
<b>CLOSING TIME:</b>	16:00
<b>COMPULSORY SITE MEETING :</b>	None

#### **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,2022. 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](http://www.treasury.gov)).*

**NB!! BBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.**

## Scope of Work

### **SPECIFICATIONS FINAL BUDGET, IDP AND ANALYTICAL REVIEW – 2023/2024**

#### **FINAL BUDGET, IDP AND ANALYTICAL REVIEW – 2023/2024**

##### **FINAL Budget planning assistance:**

1. Review of historical Budget vs Actuals analysis, and provide advice on the amounts budgeted.
2. Guidance on suggested checklist and quality check of budget data

##### **FINAL Budget capturing assistance:**

###### **Primary Budget and Balance sheet budgeting assistance**

1. Evaluate primary budget data strings and assist in identifying appropriate mSCOA classifications per segment in accordance with applicable version of mSCOA Chart
2. Analysing of new mSCOA Chart and adopting budget data string updates accordingly
3. Creation of new data strings for the FINAL budget (where necessary)
4. Capture primary FINAL budget on the system, in line with municipality requirements
5. Alignment of primary budget data strings to the appropriate balance sheet control accounts
6. mSCOA compliance analysis of primary budget
7. Assistance in accurate reporting within required reporting formats and as per municipality classifications

###### **Secondary Budget and Cash Flow Budgeting assistance**

1. Evaluate secondary budget data strings and assist in identifying appropriate mSCOA classifications per segment in accordance with applicable version of mSCOA Chart
2. Creation of new data strings for the FINAL budget (where necessary)
3. Capture secondary FINAL budget on the system, in line with municipality requirements
4. Alignment of secondary budget data strings to the appropriate balance sheet control accounts
5. mSCOA compliance analysis of secondary budget
6. Assistance in accurate reporting within required reporting formats and as per municipality classifications
7. Funded budget assessment based on information available and ensure the budget is funded

**Budget finalisation assistance:**

1. Capturing of budget Balance Sheet opening balances
2. Guidance provided on budget opening balances based on information available
3. Assistance with budgeting for VAT per applicable mSCOA and MFMA Circulars
4. Ensure budget is in balance
5. Ensure the cash flow is in balance

**A Schedule Generation, NT Uploads, Verifications**

1. Evaluate and correct if any validation errors have been identified on LG Database
2. Reconciliation of the A-Schedule to the data-strings (where necessary)

**Other**

1. Ensure skills is transferred to the budget team.
2. Address treasury assessment findings.

**The following conditions will apply:**

- The price quoted must be market related and must be inclusive of VAT where applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certified Sworn Affidavit where applicable to qualify for points.
- Attach proof that the supplier meets the criteria of specific goals listed below to qualify for point
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official Purchase Order or appointment letter issued by the Municipality will bind the municipality.

**Attach and complete following documents obtainable from the municipal website (Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

**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.
- (d) Tenders listed in the National Treasury's register of defaulters

## Evaluation Criteria

- No Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Mohokare Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BBEE (10 points) and Specific goals (10 points)

## Evaluation Criteria for Specific goals

Specific goal	Total Points
Local Area of service Mohokare Local Municipality = 5 Xhariep District= 4 Free State= 3 Outside Free State= 2	5
Black owned	5

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

### **Vendors Registration:**

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

**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

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**Mr. M.J Kanwendo**  
**Municipal Manager**