



## REQUEST FOR QUOTATIONS

### ASSISTANCE WITH THE COMPILATION OF DRAFT AND FINAL BUDGET AND ANALYTICAL REVIEW-2026/2027

SCM CONTACT PERSON:	Mr. T. Lebete
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E-MAIL ADDRESS:	lebete2012@hotmail.com
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Miss. T. Mabote Budget Accountant  mohokarebudget@gmail.com 0820750429
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/17/RFQ/2026 ASSISTANCE WITH THE COMPILATION OF DRAFT AND FINAL BUDGET AND ANALYTICAL REVIEW-2026/2027" 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.
REFERENCE NUMBER:	SCM/MOH/17/RFQ/2026
BID VALIDITY PERIOD:	120 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	16/02/2026
CLOSING DATE:	24/02/2026
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	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!! BBBEE 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

Description	Quantity
Draft and Final Budget, IDP and Analytical Review- 2026/2027	1

#### 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

#### 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 quoted price must be firm and inclusive of VAT, when applicable.
- Quotations must be submitted on your company's official documentation with a letterhead, and must be signed and stamped.
- Provide proof that the supplier meets the criteria of specific goals listed below to qualify for points.
- An original Tax Clearance Certificate or sufficient evidence that tax matters are in order with SARS must be attached.
- Attach a CSD report not older than three months.
- Only an official order and appointment letter 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)
- MBD 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022)
- 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**

- Submit proof of related projects previously completed
- The final evaluation will be done in terms of the Mohokare's Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

**Evaluation Criteria for Specific goals**

Specific Goals will be awarded as follows

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Mohokare local municipality	10	5
Within the boundaries of Xhariep District	6	3
Within the boundaries of the Free State	4	2
Outside of the boundaries of the Free State	2	1

Municipal Account or Lease Agreement of Company to be obtained as evidence

Black owned	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100%	10	5
51% and above but less than 100 %	8	4
less than 51%	6	3
not black owned	4	2

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."**

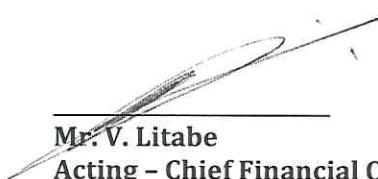
***NB: No quotations will be considered from persons in the service of the state***

**\*MSCM Regulations: "in the service of the state" means to be –**

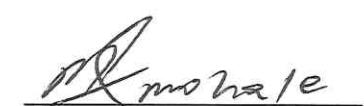
- (a) a member of –
- (i) any municipal council
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity
- (d) an employee of any 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

Recommended / Not Recommended

Approved / Not Approved



Mr. V. Litabe  
Acting - Chief Financial Officer



Mr. M. Mohale  
Acting-Municipal Manager