

MTUBATUBA



UMASIPALA • MUNICIPALITY • MUNISIPALITEIT

MTU16/2015/2016

REQUEST FOR PROPOSAL (RFP) GENERAL LEDGER CLEAN UP AND PREPARATION OF AFS

The Municipality hereby invites firm of Chartered Accountants to submit their proposal for provision of General ledger clean up and reconciliation.

Scope of work:

- Review all the transactions as recorded on the General Ledger and propose correcting journal to ensure correct accounting and tax treatment in terms of the relevant standards and laws (ie GRAP and VAT);
- Assist the municipality in preparation of monthly reconciliation of all account balances;
- Review and benchmark municipality's internal controls and processes in order to ensure full compliance with laws and regulation;
- Assist the municipality in addressing 2015 audit findings;
- Assist the municipality with the year end General Ledger reconciliation process and the audit readiness including preparation of the audit file;
- Assist the municipality with preparation of the Annual Financial Statements;
- Assist the municipality with implementation of Caseware in preparation the Annual Financial Statements
- Through a proper skill transfer ensure effective training of the relevant officials.

EVALUATION CRITERIA: THE BID WILL BE EVALUATED IN TWO STAGES IE FUNCTIONALITY AND PREFERENTIAL POINT SYSTEM BEING (90/10). THE BIDDER MUST REACH AT LEAST 70 POINTS IN ORDER TO PROCEED TO THE SECOND STAGE.

EVALUATION CRITERIA	POINTS
FIRM OF CHARTERED ACCOUNTANT	25 POINTS
QUALIFICATION OF A PROJECT DIRECTOR	- CA – 25 POINTS - BCOM HONORS WITH ARTICLES -15 POINTS - BCOM HONORS -10 POINTS - BCOM – 5 POINTS
PREVIOUS EXPERIENCE ON SIMILAR PROJECT	10 POINTS
TEAM COMPOSITION	- 2 SENIOR CONSULTANTS WITH BCOM PLUS ARTICLES AND EXPERIENCE IN SIMILAR ASSIGNMENT-10 POINTS - OTHER SENIOR CONSULTANTS - 5 POINTS
METHODOLOGY AND SCOPE	15 POINTS
HOLDER OF RELEVANT ACCOUNTING SOFTWARE – CASEWARE GRAP FOR MUNICIPALITY	10 POINTS
CLEAR SKILL TRANSFER PLAN	5 POINTS

The following documentation should be attached together with proposal:

- Company registration documentation;
- B-BBEE certificate;
- ID copies of directors of the company;
- Company profile clearly outlining previous experience in similar assignment;
- Qualification of the team leader (being a chartered accountant); and
- Exposure into municipality financial reporting will be an added advantage (Pastel).

MBD 4, 6, 8 & 9 forms be collected from SCM office Finance Department.

NO LATE, EMAILED, POSTED OR FAXED BIDS WILL BE ACCEPTED

Written proposal, together with any support documentation, must be submitted to the undersigned by no later than **11 January 2016** and can be deposited in the tender box at Mtubatuba Municipality lot 105 Inkosi Mtubatuba Street.

Enquiries can be directed to: **Acting CFO Mr .T.S Cele at 035 550 0069** during office hours.

Mtubatuba Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid.

Ms N.Q MZIMELA
ACTING MUNICIPAL MANAGER
MTUBATUBA MUNICIPALITY