

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: JimmyM

Reference: Fin/01

11 July 2013

CALL FOR QUOTATION FROM REGISTERED ACCOUNTANTS TO PERFORM THE FOLLOWING ACCOUNTING SERVICES LISTED BELOW.

- **General leager clean clean up.**
1. Review naming of GL/votes to new GRAP naming convention on Venus system.
 2. Mapping or re-mapping the GL to latest standard charts of accounts.
 3. Linking or review links and or creation of new votes and trace history of all votes especially newly created votes for legitimacy (authority obtained for creation).
 4. Removal of or delink all accounts and remap to SCOA indices(xes) and notes to AFS.
 5. Advice on the appropriate report writing software (e.g. Case ware or similar) and integrate to GL and budget/votes.
 6. Review current misclassifications and apparent misallocations of accounts on GL or Venus Fin Acc system and align to latest SCOA template index(ic)es.
 7. Trace back prior year transactions entry on all...accounts and bank accounts present for possible write-offs.

The following documentation should accompany the quotations:

- a) Company Registration certificate
- b) A valid Tax clearance certificate
- c) BBB-EE Certificate from an accredited agency, auditor or accountant

The following conditions will apply:

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT;
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

For any specification enquiries please contact Finance Department: Kwena Moloko on 015 501 0243/4 during office hours. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than 18 July 2013, 09H30, and clearly marked **Accounting service**. No quotation will be accepted after the deadline date and time. Quotations not accompanied by specified documents will not be considered. Emailed or faxed quotations will not be accepted.



EK MOLOKO
ACTING MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner.