

HEAD OFFICE

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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: JimmyM

Reference: Assets2/2014

13 May 2014

CALL FOR QOUTATION FROM ACCOUNTING SERVICE PROVIDERS FOR THE PROVISION OF AUTOMATED ASSET SOLUTION.

Terms of reference for integration of the asset register to the Venus accounting software.

1. Upload the excel spread sheet register into Venus system.

- All assets transaction have to be monthly cleared from suspense to the votes;
- Correct all assets misclassification in line with GRAP 17 (PPE), 169 (investment property), 102 (intangible assets), IAS 36 (impairment of assets) and other relevant accounting standards e.g land to be separated from building.
- Do a cleanup of the existing register as follows:
 - Make sure the accumulated depreciation is correct (do amendments to address the audit queries)
 - The chronological sequence of the asset votes should follow the chronological sequence as required by GRAP
 - Make sure infrastructure assets are correctly accounted for in line with GRAP
 - The PPE notes and all indexes related on the statement of financial position should mirror the general ledger sequencing
 - Reconciliation between deeds office, valuation roll and asset register
 - Make sure that the useful lives of assets are correct
 - Perform a review of useful lives
 - Allow the capitalization on assets components
- Remove from the register assets with zero values and keep records thereof for audit purposes

2. Balance the uploaded register to the General Ledger

- Align the system votes to the respective assets categories
 - Land and buildings
 - Other assets
 - Intangible assets
 - Community assets
 - Infrastructure assets
 - Leased assets
 - Investment assets

3. Training

- Staff who will be using the system full time should be trained to be able to:
 - Run depreciation schedule automatically (Non-manual).
 - Capture new assets and document related dates of acquisition.
 - Adjust the re-valued assets and keep perpetual record.
 - Dispose the assets (obsolete and redundant).

Vision: A developmental people driven organization that serves its people

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

4. Deliverables

- An updated and automated asset register that balances to the votes
- A related perpetual PPE asset note that will be linkable to the report writer (case ware)

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
- d) Declaration of interest (downloadable from: www.Molemole.gov.za)

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, BBEEA of 2003 and preferential procurement regulation of 2001.

For any specification enquiries please contact Mr. Mabote Jack on 015 501 0243/4 during office hours. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than 19 ay 2014, 10H00, and clearly marked **automated asset solution**. 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.



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ACTING MUNICIPAL MANAGER

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