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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Mabote NJ**

**Reference: 8/1/1: FIN 005**

**19 February 2016**

**Molemole Municipality is hereby inviting proposals with quotations from prospective service providers who are listed on MLM database for the 2014/15 Annual Financial Statements Closing Balance Verification.**

<b>Scope</b>
<b>Verifying, Balancing &amp; Uploading of the 2014/15 closing balances in the financial accounting systems (Venus and Caseware)</b>

The following documentation should accompany your quotations:

- Company registration certificate
- An original valid Tax clearance certificate
- Completed declaration form (downloadable on municipal website)
- An original or certified copy of valid BBBEE certificate (if applicable)

**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;
- Payment will be effected within 30 days of receipt of invoice.

**Evaluation Criteria**

The bid will be evaluated based on:

- Functionality = 80 points (minimum qualifying score = 70%)**

<b>Criteria</b>	<b>Weight</b>	<b>Applicable Value System</b>
<b>Capacity (key personnel)</b> Detailed CV with certified copies of NQF level 4 or higher qualification (not more than 3months) & SAICA registration	20	Poor = 1
<b>Experience in compiling AFS or similar experience in local government</b> <ul style="list-style-type: none"> <li>➤ Completed traceable financial accounting projects (including AFS)               <ul style="list-style-type: none"> <li>✓ Attach 2 proof (appointment letters &amp; confirmation letter)</li> </ul> </li> </ul>	30	Average = 2 Good = 3 Very good = 4 Excellent = 5
<b>Experience of Venus and Caseware</b> <ul style="list-style-type: none"> <li>✓ Venus (proof from municipality that uses venus system)</li> <li>✓ Caseware (proof from CQS - at least one year old)</li> </ul>	30	

**Vision: A developmental people driven organization that serves its people**

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

- **Preference point system, (80/20).** 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.

Kindly direct all technical enquiries to **Mr. Mabote NJ at 015 501 2316** between **08:00** and **16:30**. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **29 February 2016** at **12:00**, clearly marked "**VERIFICATION AND BALANCING OF 2014/15 CLOSING BALANCE**". No quotation will be accepted after the closing date. Moleletshe Municipality reserves the right to accept any quotation.

  
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**Mr. Mabote N.J**  
**MUNICIPAL MANAGER**

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