

HEAD OFFICE

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 MOGWADI 0715
 Telephone : (015) 501 0243/4
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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: Ralephenya T.D

Reference: FIN/8/1/1/07

22nd July 2025

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE REVIEW AND AUDIT SUPPORT FOR 2024/2025 ANNUAL FINANCIAL STATEMENTS.

Description	Amount
REVIEW AND AUDIT SUPPORT FOR 2024/2025 ANNUAL FINANCIAL STATEMENTS.	
Sub-Total	
VAT @ 15%	
Grand Total (Including VAT)	

The following documentation should be attached to the quotations:

- The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- Valid Tax Compliance status pin
- Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

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

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

Stage 1: Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goals).

Criteria	Weights	Applicable values
Company Experience on the Preparation of the Annual Financial Statements (AFS).	40	
<ul style="list-style-type: none">➤ Attach five (5) Appointment letters in Review/Preparation of the Annual Financial Statements in any organ of state. <p>Sub-Contracting references/appointment letters & client's testimonial are not acceptable. Only direct appointments shall be accepted.</p>		
Company Experience relating to Audit Outcome	20	Poor = 1
<ul style="list-style-type: none">➤ Attach two (2) proof of the audit report (Clean or Unqualified audit opinion) on Auditor General of South Africa's Letterhead related to the above completed projects		Average = 2
Company Experience on providing Audit Support during the Audit of the Annual Financial Statements	20	Good = 3
<ul style="list-style-type: none">➤ Attach three (3) Reference letters in providing Audit support during the Audit of the Annual Financial Statements in any organ of the state. <p>Sub-Contracting references letters & client's testimonial are not acceptable. Only direct references shall be accepted.</p>		Very good = 4
Key Personnel: Two (2) Project Managers	20	Excellent = 5

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<p>Attach the following for each Project Manager:</p> <ul style="list-style-type: none"> ➤ A detailed CV indicating experience with minimum work experience of 10 years in the preparation, review of the Annual Financial Statements and audit support in an organ of the state. ➤ Attach certified copies of professional registration with South African Institute of Chartered Accountants as a CA (SA). 		
Total functionality Score	100	

Stage 2: Evaluation of Price and Specific Goals

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority with the same address as the address on the CSD.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorate will apply)	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years) ownership of 51% and above (less than 51% prorate will apply)	Identification Document	5

The following conditions will apply:

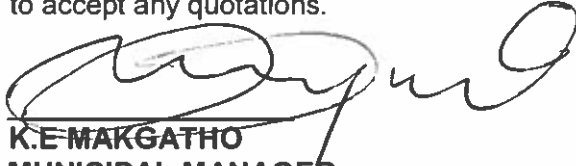
- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be effected within 30 days of receipt of invoice.
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

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Kindly direct all technical enquiries to **Tshishonge F.C CA (SA) at 015 501 2307** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **29th July 2025 at 11h00**, clearly marked **"THE REVIEW AND AUDIT SUPPORT FOR 2024/2025 ANNUAL FINANCIAL STATEMENTS"**

"No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



K.E MAKGATHO
MUNICIPAL MANAGER
FIN/8/1/1/07

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