

MOPANI DISTRICT MUNICIPALITY**SUPPLY CHAIN MANAGEMENT****DATE: 28 JULY 2025**

BID NO.: MDM2025/26-01: REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY AND MAINTENANCE OF AN INTEGRATED FINANCIAL MANAGEMENT & INTERNAL CONTROL SOLUTION (MSCOA COMPLIANT) SOLUTION FOR MOPANI DISTRICT MUNICIPALITY FOR A PERIOD OF 60 MONTHS.

SUBJECT: ADDENDUM 1 – REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY AND MAINTENANCE OF AN INTEGRATED FINANCIAL MANAGEMENT & INTERNAL CONTROL SOLUTION (MSCOA COMPLIANT) SOLUTION FOR MOPANI DISTRICT MUNICIPALITY FOR A PERIOD OF 60 MONTHS.

1. DETAILS OF ADDENDUM:

The purpose of this addendum is to issue the pricing schedule for tender number MDM 2025/26-01 Request for proposal for supply, delivery and maintenance of integrated financial management and internal control solution (IFMS) to ensure uniformity in how the bid is approached and prices. This addendum must form part of the initial tender document as issued by the municipality and the total bid price as the annexure 1 here to attached shall be used in the evaluation on price and specific goals calculation.

Furthermore, this addendum document has also been uploaded on the E-tender website and MDM website and sent via email to all bidders who have purchased this bid document.

Bidders are reminded that the closing date for submission of proposals/bids remains the 07th August 2025 at 12:00. No late bids will be accepted and bids submissions may not be made via email or fax. Bid documents must be deposited in the tender box at the entrance of MDM offices in Giyani.

ADDENDUM 1-
ANNEXURE A

REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY AND MAINTENANCE OF AN INTEGRATED FINANCIAL MANAGEMENT & INTERNAL CONTROL SOLUTION (MSCOA COMPLIANT) SOLUTION FOR MOPANI DISTRICT MUNICIPALITY FOR A PERIOD OF 60 MONTHS.

Definition List

TERM	DEFINITION
AFS – Annual Financial Statements	Official financial reports submitted annually in compliance with the Municipal Finance Management Act (MFMA), reflecting the municipality’s financial performance and position.
CAPEX – Capital Expenditure	Funds used by the municipality to acquire, upgrade, and maintain physical assets such as property, infrastructure, and equipment.
CEF – Capital Expenditure Framework	A long-term (typically 10-year) strategic plan that outlines infrastructure investment needs, funding sources, and the impact on municipal financial sustainability.
EDMS – Electronic Document Management System	A digital system for storing, managing, and tracking electronic documents and records, ensuring improved document control and compliance.
FMS – Financial Management System	An integrated software platform that supports municipal financial functions such as budgeting, accounting, revenue management, reporting, and compliance.
FMS Academy – Financial Management System Academy	A training and learner management platform built into the financial system to provide ongoing skills development and training to municipal employees.
HR – Human Resources	A functional area responsible for managing employee records, payroll, time and attendance, and related personnel services within the municipality.
IDP – Integrated Development Plan	A strategic plan that guides all planning, budgeting, and decision-making in a municipality, aligning with community needs and service delivery objectives.
Indigent Management	A module that identifies, verifies, and manages households qualifying for subsidised municipal services, in compliance with legislative requirements.
KPI – Key Performance Indicator	Measurable values used to evaluate the performance of individuals, departments, and the municipality against strategic objectives.
MFMA – Municipal Finance Management Act	National legislation governing financial management in local government to ensure transparency, accountability, and sound budgeting practices.
MSCOA – Municipal Standard Chart of Accounts	A uniform classification framework mandated by National Treasury for municipal budgeting, accounting, and reporting to standardise financial transactions across all municipalities.
OPEX – Operating Expenditure	Day-to-day expenses incurred by the municipality in providing services and maintaining operations.
SDBIP – Service Delivery and Budget Implementation Plan	A detailed plan that outlines how the IDP and budget will be implemented, monitored, and reported, forming a contract between the community and municipal administration.
Statutory Reporting	Reports required by law, including budget reports, financial statements, and National Treasury submissions, often supported by automated tools such as CaseWare.

WAN – Wide Area Network	A telecommunications network that extends over a large geographic area, used for interconnecting municipal systems, offices, and remote users.
Spatial Reporting	Visualization of municipal financial and operational data on geographic platforms to improve planning, analysis, and transparency.

The following technical specification and pricing schedule outline the scope of supply, delivery, installation, support, and maintenance of a fully integrated Financial Management System for Mopani District Municipality. Key highlights include:

- **MSCOA Compliance:**
The proposed solution must be mSCOA ready and enable the Municipality to be fully compliant with the *Municipal Standard Chart of Accounts (mSCOA)* and align with the Municipal Finance Management Act (MFMA) and National Treasury reporting requirements.
- **Contract Duration:**
The system must be supported and maintained for a period of **Five (5) years / Sixty (60) months**, inclusive of business continuity and disaster recovery services.
- **Core Functionalities Required:**
 - **Financial Management System (FMS)** covering project-based budgeting, financial tracking, and general ledger management.
 - **Revenue and Debt Management** modules including billing completeness, credit control, and indigent management.
 - **Asset Management** features including asset conversion support, verification tools, and monthly asset accounting.
 - **HR & Payroll System** integrated with time and attendance, employee self-service, and leave management.
- **Reporting and Analytics:**
 - Must include real-time dashboards, financial ratios, provincial dashboards, and spatially enabled financial reporting.
 - Automation of statutory reporting such as AFS, NT returns, SDBIP reports, and CaseWare integration for budgeting.
- **Performance Management:**
 - Solutions must cater for both **organisational** and **individual performance management**, with electronic systems to manage KPIs and developmental plans.
- **Connectivity and ICT Support:**
 - Provision of **comprehensive connectivity services**, including system hosting, WAN/mobile access, and security.
 - Ongoing **ICT infrastructure support**, document and records management (EDMS), and website development/hosting.

- **Training and Capacity Building:**
 - A built-in **training and learner management module** (FMS Academy) must be included to ensure skills development and system literacy across all contract years.

- **Planning and Prioritisation Tools:**
 - Modules supporting **CAPEX, OPEX**, and long-term infrastructure investment via a **Capital Expenditure Framework (CEF)**.
 - Tools for **Strategic and IDP Planning** aligned with SDBIP and IDP project workflows.

This integrated solution is expected to improve governance, compliance, operational efficiency, and community service delivery through digital transformation of the municipality's core financial and administrative systems.

PRICING SCHEDULE

Item No.	Affected Business Process	Service Code	Product Name	Product Service Description	Sub-products	Impl. / Once Off Fee	Annual Fee (if any)	Monthly Fee Year 1	Monthly Fee Year 2	Monthly Fee year 3	Monthly Fee year 4	Monthly Fee year 5	Total
1	All	Service 1	MSCOA Compliant Municipal Financial Management System	Financial Management System that provides comprehensive project-based budgeting, financial tracking, and corporate governance tools tailored for municipalities, in line with mSCOA regulations.			R	R	R	R	R	R	R
2	Financial Accounting	Service 2	Municipal Financial Management Advisory Operational Services		2.1 In-Year Reporting: Experts advise monthly to ensure accurate and complete transactional alignment and allocations which assist municipality in decision making and understanding the municipality's financial position		R	R	R	R	R	R	R
	Financial Accounting	Service 2	Municipal Financial Management Advisory Operational		2.2 Annual Reporting Experts advise on annual		R	R	R	R	R	R	R

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			Services		reporting to ensure accurate and complete transactional alignment and allocations which assist municipality in decision making and understanding the municipality's financial position								
	Asset Management and Maintenance	Service 2	Municipal Financial Management Advisory Operational Services		2.3 Asset Management : Assist municipality in asset accounting and management through facilitating the asset conversion process and completing post conversion analysis. Assist and advise on monthly asset accounting and analysis to ensure appropriate		R	R	R	R	R	R	R

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					allocation and accounting maintenance of municipal assets.								
	Corporate Governance	Service 2	Municipal Financial Management Advisory Operational Services		<p>2.4 Organisational Performance</p> <p>2.5 Individual performance</p> <p>Specialist advisory support to municipality in implementing Organisational performance optimally and cascading individual performance to all levels of staff. partner with industry leading developers to supply electronic performance management software for the organisation and the individual.</p>		R	R	R	R	R	R	R
	Revenue and Debt Management	Service 2	Municipal Financial Management		2.6 Revenue Enhancement - Data		R	R	R	R	R	R	R

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	Revenue and Debt Management	Service 2	<p>Advisory Operational Services</p> <p>Municipal Financial Management Advisory Operational Services</p>		<p>Management</p> <p>2.7 Revenue Enhancement - Credit Control Management</p> <p>2.8 Revenue Enhancement - Indigent Management</p> <p>This Solution must offer the Municipality a variety of options to assist with the enhancement and optimization of the Revenue Collection process. The modules must include but not limited to; WEB-BASED software applications and vetting processes, with the main focus areas being: Automated workflow for</p>								

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					credit control, Indigent management and the completeness of billing. The solution also must provide for all related reporting requirements and the storage of all data.								
		Service 2			2.9 Budget and Reporting : Assistance provided with mSCOA reporting expert knowledge that helps municipality to report accurately on budgets that lays the foundation for accurate in-year reporting.		R	R	R	R	R	R	R
	Strategic and IDP Planning	Service 2			10. eSDBIP and Report (Organisation performance management, Ward-based		R	R	R	R	R	R	R

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					reporting and Capital Works Plan)								
3	Corporate Governance	Service 3	Financial Management System Connectivity Services (System, Internet, WAN or Mobile Connectivity Services)	Comprehensive Connectivity Services that are designed to meet the unique needs of our municipality, providing end-to-end solutions that ensure robust network performance and security. The ability to effectively manage all our network infrastructure with our dedicated team.	Municipal Electronic Document Management System (EDMS), is an industry leading Electronic Document (EDM) & Enterprise Content Management (ECM) and Municipal Administration . Our solution aids the municipality with electronic records management and municipal administration .		R	R	R	R	R	R	R
5	Corporate Governance	Service 5	Municipal Financial System Disaster Recovery Services (FMS DR, Extended DR, Email Management "Mimecast")	The Disaster Management (DR) & Continuity Support Services (CSS) must provide comprehensive solution to manage a municipality's			R	R	R	R	R	R	R

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				backup and recovery needs. The financial System Service provider must ensure our critical onsite data and hosted applications are always secure and recoverable by conducting recovery testing and daily maintenance checks.									
6	Asset Management and Maintenance	Service 6	Financial System Integrated Metering (Electronic Meter Reading System)	Provide a cloud-based meter reading software uses ultra-rugged handheld devices for the quick and efficient capture of readings, faults, and missing meter information with photo evidence while on the move. Readings must be updated to the cloud-based monitoring and reporting dashboard using a data SIM card, regardless of the reader's			R	R	R	R	R	R	R

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				location. GPS technology guides readers to meter locations and plots progress on a map for supervisors to view. The dashboard should generates advanced reports and seamlessly updates readings to the asset module.									
7	Revenue and Debt Management	Service 7	Financial System Printing Services				R	R	R	R	R	R	R
8	Corporate Governance	Service 8	Municipal Financial System ICT Essential Services (ICT Infrastructure, ICT Support Services, ICT Procurement)	The Comprehensive ICT Managed Support Services for local government should encompass a wide range of solutions to ensure seamless & continuous operations and robust data security & protection. The ICT solutions must span network			R	R	R	R	R	R	R

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				connectivity, hardware and infrastructure, business software solutions and all support and maintenance aspects needed.									
9	Revenue and Debt Management	Service 9	Municipal Financial System Customer Care (eService's Consumer & Communication Portals)	The Financial System Service provider should provide a multi-channel platform that allows municipal consumers to manage their accounts and interactions with the municipality. Municipality should also communicate with its consumers using the same platform & channels.			R	R	R	R	R	R	R
10	Corporate Governance	Service 10	Municipal Performance Management and Development System	Municipal Performance Management and Development system facilitates the management of the performance of the organisation and			R	R	R	R	R	R	R

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				the performance management and development of individuals at the municipality. The software will aid in ensuring compliance with regulations and good governance. The PMS system must further help with best practice initiatives through a digital or specialist support on existing manual interventions.									
11	Treasury and Cash Management	Service 11	Municipal Financial Management System Analytics (Reporting, Dashboarding and Business Intelligence)	Municipal Financial Management System Analytics is an innovative analytics platform which should provide our municipality with financial and non-financial business intelligence, dashboard visualisation and reporting. The platform should	11.1 Municipal Financial Ratios 11.2 Municipal Consumer Analytic 11.3 Municipal Financial Management System Provincial Dashboards		R	R	R	R	R	R	R

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				draw information from various systems and combines this data for our users, simplifying access to information. Furthermore the platform should assist our municipality with compliancy for important statutory demands.									
1 2	Revenue and Debt Management	Service 12	Municipal Financial Management System Revenue Management	A comprehensive software solution crafted for local authorities to streamline credit control and debt collection. Tailored specifically for the collection of revenue, it automates the entire process, from identifying accounts in arrears to enforcing strict adherence to policy-driven	12.1 Credit Control & Debt Collection A comprehensive software solution crafted for local authorities to streamline credit control and debt collection. Tailored specifically for the collection of revenue, it automates the entire process,		R	R	R	R	R	R	R

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					allowing for web-based, manual, or handheld device entries. The system supports communication to the applicant, verifies applicant information, conducts field audits and verification against external data sources aligned with legislative requirements. Our solution aids in the creation and maintenance of an accurate indigent register.								
13	All	Service 13	Municipal Financial Management System Learner Management Module	Online and physical training per person for all the financial years under this contract	Online and physical training per person for all the financial years under this contract			R	R	R	R	R	R
14	Human Resources and Payroll	Service 14	Municipal Financial System HR &	The Service provider should provide a payroll	14.1 MFS Payroll Provide a			R	R	R	R	R	R

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15	All	Service 15	Municipal Financial System Management training academy	FMS Academy must house the essential training booking system and knowledge base of Financial System. Ensuring that our workforce is always skilled and ready to tackle frontline tasks on the system. Employees should stay up to date with system changes, enhancing their ability to serve the community efficiently. Equip our team with the knowledge and skills they need to excel in their roles and adapt to evolving municipal needs.				R	R	R	R	R	R
16	Corporate Governance	Service 16	Municipal Financial System Statutory	Financial and other reporting that are statutory and	16.1 Financial System Reporting			R	R	R	R	R	R

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			Financial Reporting	non-statutory forms an integral part of the Municipality and the services offered in this product should allow for the automation of report generation, including but not limited to National Treasury Returns and Budget Formats, Annual Financial Statements and Management Reporting.	16.2 CaseWare (Budgeting Software)								
17	Project Management and reporting	Service 17	Projects and programme Management	The Financial System Project and Programme Management (Project Management and Reporting) module must provide our municipality with a bespoke workflow managed project scheduling, implementation				R	R	R	R	R	R

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				tracking and reporting solution which is informed by the Integrated Development Plan (IDP) and giving input to the annual Service Delivery- and Budget Implementation Plan (SDBIP).									
17	Asset Management and Maintenance	Service 17	Asset Verification System	Asset verification scanners that allows municipality to manage the physical location of assets and verification data that integrates with the Financial Management System Asset module				R	R	R	R	R	R
18	Budgeting and Financial Planning	Service 18	Financial System Planning & Prioritisation (Strategic and IDP Planning)	The financial System Planning and Prioritisation (Strategic and IDP Planning) module must provide municipality with a managed workflow driven Strategic and IDP planning tool	18.1 Financial System CAPEX Planning & Prioritisation (Strategic and IDP Planning) The Planning and Prioritisation (Strategic and IDP Planning)			R	R	R	R	R	R

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					<p>(CEF) A Capital Expenditure Framework (CEF) is a consolidated, high-level view of infrastructure investment needs in a municipality over the long-term (10 years) period. CEF considers not only infrastructure needs but also how these needs can be financed and what impact the required investment in infrastructure will have on the financial viability of the municipality going forward.</p>								
19	Revenue and Debt Management	Service 19	Financial Spatial Reporting	Financial Spatial Reporting is an innovative platform which provides our municipality with spatially enabled visual				R	R	R	R	R	R

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				dashboards and an ability to report critical financial and non- financial information from a municipality's systems such as the Financial Management System (FMS) in a spatial manner.									
20	Information and Communication Technology	Service 20	ICT Essentials (website)	Website Development, Hosting Support and Maintenance				R	R	R	R	R	R
21	Budget and Financial Reporting	Service 21	Consulting work on Preparation and submission of Annual Financial Statements	The appointed service provider must provide professional consulting services for the preparation and submission of Annual Financial Statements (AFS) in accordance with the latest National Treasury Guidelines, the Municipal Standard Chart of Accounts (mSCOA), and applicable provisions of the				R	R	R	R	R	R

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				Municipal Finance Management Act (MFMA).									
SUB-TOTAL													
VAT													
TOTAL BID PRICE													

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Mogano T.J
Municipal Manager