

MOPANI DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

DATE: 09 February 2018
FROM: SCM
DEP REF: 12708
SUBJECT: Verification and reconciliation of water and sanitation Transactions-Greater Tzaneen Municipality.

Mopani District Municipality (MDM) hereby invites formal written price quotation from prospective accounting service providers who are registered on the central supplier database (CSD) for performing inter-municipality reconciliation for water and sanitation transactions for the 2017/18 financial year end.

MDM is the water authority and Greater Tzaneen Municipality is the water service provider (WSP). During the year, WSP performs the following functions: Billing and Collection and recording of water and sanitation revenue. These transactions are maintained and accounted for by WSP in their financial systems. MDM seeks an accounting service provider who will verify and reconcile all water and sanitation transaction for accuracy for the purpose of reporting in the annual financial statements of both MDM and WSP.

Scope/responsibility of service provider

- Verification of water and sanitation financial data at the municipality.
- Resolve prior year audit finding relating to water and sanitation transactions.
- Calculations of provision for impairment and compiling journals.
- Reconcile all general ledger accounts that needs to be transferred to MDM and recommend adjusting journals.
- Assist the MDM to verify and process all required journal entries proposed by WSP.
- Obtain and file signed off confirmation of balance from WSP.
- Assist in obtaining accurate and complete supporting documents for all water and sanitation transactions from WSP.
- Assist in handling any water and sanitation related finding by Auditor General prior to and during audit process.
- Provide on the job training and skills transfer to MDM personnel dealing with water and sanitation revenue management.
- Quality control and data integrity checklist.
- Compiling and audit file with approved reconciliations and verified supporting documents.

MDB 1: Invitation/Advert



MOPANI DISTRICT MUNICIPALITY

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Supply Chain Management

Budget and Treasury
Office

Department:

BID DESCRIPTION : **Verification and reconciliation of water and sanitation Transactions-Greater Tzaneen Municipality.**
BID NO : MDM 2017/18-81RFQ

Quotations are hereby invited from interested service provider's verification and reconciliation of water and sanitation transactions-Greater Tzaneen Municipality. Quotation documents will be downloadable from 08 February 2018 on official Mopani District Municipality website at www.mopani.gov.za. **The will be a compulsory briefing session which will be held on the Wednesday the 15th February 2018 @ 10h00, Conference hall.**

Interested bidders must submit proof of the following documentation to avoid disqualification:
Quotations on an official letterhead of the company; CSD report (Printed between advert date and advert closing date); certified or original Valid B-BBEE certificate/Affidavit, CV with qualifications, proof of experience, all schedules on this document fully completed and signed.

Completed Quotation document with attachments/supporting documents should be deposited in the Bid box of Mopani District Municipality Main building Giyani Old Parliament marked **WATER TRANSACTION RECONCILLITATION-GTM** not later than closing date/time: 20 February 2018 @ 10H00 indicated above.

The following conditions will apply:

Quotation must be on a company letterhead.
Price(s) must be valid for at least Thirty (30) days from the date of this offer.
Price(s) must be firm.
One firm per site. No firm will be allocated more than 1 site.

Evaluation:

Functionality and 80/20 preference point system.

Criteria	A-Rating	B-Weighting
Company experience (Local government)		30
3 Completed financial accounting project in local government	3	
2 Completed financial accounting project in local government	2	
1 Completed financial accounting project in local government	1	
Key Personnel		30

Full time project manager		
Detailed CV with certified copy of at least NQF level 7 qualification, registration as a professional accountant with a professional body, at least 4-5 years' experience.	3	
Detailed CV with certified copy of at least NQF level 7 qualification, registration as a professional accountant with a professional body, at least 3 years' experience.	2	
Detailed CV with certified copy of at least NQF level 7 qualification, registration as a professional accountant with a professional body, at least 1 years' experience.	1	
Total score: Formula= $A \times B / 3$		60
Bidders who fail to achieve 40 points will be disqualified from further evaluation		

Quotations that pass functionality test will be further evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 points will be for preference as per Preferential Procurement Regulation 2017, BBBEEA of 2003, Mopani District Municipality Supply Chain Policy and other applicable legislations. Mopani District Municipality does not itself to accept the lowest or any bid; reserves right to appoint/cancel or accept whole or part of a bid or to negotiate further condition with successful bidder Payment will be effected within 30 days of receipt of invoice Bid will be evaluated/adjudicated in term of Mopani. Price(s) quoted must be valid for at least 30 days from the date of this offer

No late / telephonic / faxed / e-mailed bids will be accepted.

ENQ: Kgabi NT/Mojela JM

Monakedi SR
Municipality Manager

PART A

MBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

1. Identity Number:.....

2. Position occupied in the Company (director, trustee, shareholder², member):
.....

3. Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

4. Tax Reference Number:

5. VAT Registration Number:

- 2.2 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.3 Are you or any person connected with the bidder presently employed by the state?

YES / NO

If so, furnish the following particulars:

- Name of person / director / trustee / shareholder/ member:
- Name of state institution at which you or the person connected to the bidder is employed :
- Position occupied in the state institution:
- Any other particulars:
-
- 2.4 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- If yes, did you attach proof of such authority to the bid Document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- If no, furnish reasons for non-submission of such proof:
-
- 2.5 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**
- If so, furnish particulars:
-
- 2.6 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
- If so, furnish particulars.
-
- 2.7 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
- If so, furnish particulars.
-
- 2.8 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**
- If so, furnish particulars:
-
- 2.9 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

3 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

**Part B
MBD 9**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. Take all reasonable steps to prevent such abuse;
 - b. Reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid number:

Bid Description:

In response to the invitation for the bid made by **Mopani District Municipality**

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder/Company name)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....

.....

Position

Name of Bidder (Company name)