

## **MAKHADO MUNICIPALITY**

### **QUOTE NO. MAK64/2018**

#### **APPOINTMENT OF ACTUARIES TO PERFORM ACTUARIAL VALUATIONS FOR FINANCIAL YEAR ENDING ON 30 JUNE 2018**

All interested service providers are hereby invited to submit written quotations for the **Appointment of Actuarial Valuations for Financial year ending on 30 June 2018**

#### **SPECIFICATION**

##### **SCOPE OF THE WORK**

Makhado Municipality seeks proposals from Actuaries:

- To perform actuarial valuations of the Post-employment medical aid benefit to employees and retirees of Makhado Municipality and their registered beneficiaries as at 30 June 2018. To perform an actuarial valuation of the unfunded liability in respect of the entitlement of employees to Long Service Awards as at 30 June 2018.
- To provide necessary disclosure note of the abovementioned actuarial valuations as per the requirements of the relevant Generally Recognised Accounting Practice Standards.
- To provide the municipality with a template to perform roll-forward procedures.
- Provide assistance to the municipality during the audit of the financial statements pertaining to these liabilities
- Details on assumptions and factors must be provided, included the source of the information.
- Have appropriate knowledge and experience on Generally Recognised Accounting Practice (GRAP)Standards

#### **Requirements**

- Valid Tax Clearance Certificate with Tax compliance status pin issued
- A copy of Company Registration Certificate/ CK
- Certified copy/copies of company owner(s) ID Book(s). Not later than three (03) months.
- Certified copy of BBBEE Certificate or Affidavit (For Preferential Points). Not later than three (03) months
- Attach Proof of payment of Municipal Bill/ Rates accounts/ Formal Lease Agreement, Letter from the Traditional Authority for both entity and directors of the company.
- Proof of registration for professional affiliation on Actuarial services must be submitted with the quotation
- Bidders should have performed at least two projects related to employee benefits actuarial valuations and must provide a list of such clients
- The valuation must be signed-off by a professional actuary who has at least 3 (three) year experience.
- CSD Summary Report

Quotations must be as follows:

1. Be signed by an authorized person of the supplier
2. Be on an original letter head of the company/enterprise
3. Be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. Be accompanied by a valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website [www.makhado.gov.za](http://www.makhado.gov.za).

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **"MAK64/2018"** & description **'APPOINTMENT OF ACTUARIES TO PERFORM ACTUARIAL VALUATIONS FOR FINANCIAL YEAR ENDING ON 30 JUNE 2018'** be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 22 JUNE 2018**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council's Supply Chain Management Policy and 80/20 points scoring will be used. Preference points will be allocated according to BBBEE rating.

**Please Note:**

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mrs Murashiwa LR** at contact number: **015 519 3047** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. All Service Provider doing business with Makhado municipality are required to register on the CSD (**Central Supplier Database**)
5. Admin enquiries can be directed to **Ms TP Ntsieni or Mr M Ramabulana** at **015 519 3179/3024**

Civic Centre  
83 Krogh Street  
LOUIS TRICHARDT  
0920

**Notice no: 106/2018**  
**File no: 8/3/2/1**  
**MR N F TSHIVHENGWA**  
**MUNICIPAL MANAGER**