

**MAKHADO MUNICIPALITY**  
**QUOTE NO. MAK000097/2012**

**QUOTATION: REVIEW OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012.**

Professionally qualified accounting firms of the registered accountants and auditors preferably accredited Chartered accountants are invited to submit quotations for review of the annual financial statements for the year ended 30 June 2012.

**The following must be covered during the review:**

- Ensuring that all the disclosures are complete and in terms of the GRAP disclosure requirements.
- Assist in ensuring that the audit file is complete and supported.
- Review the financial statements and the trial balance for accuracy and balancing with the financial system.
- Assist in compilation of entries to process corrections after the overall review of the financial statements.
- Ensure that prior year queries raised by the auditor general are correctly addressed during the preparation of the annual financial statements.
- To perform any other actions that will ensure that the quality of the annual financial statements is enhanced prior to submission to the auditors.

**Requirements**

- **Original valid Tax Clearance Certificate**
- **A certified copy of Company Registration Certificate**
- **Certified copy/copies of company owner(s) ID Book(s)**
- **BBBEE Certificate**

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 an original valid SARS Tax Clearance Certificate.
6. be accompanied by fully completed MBD 6.1 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 "MAK000097/2012" & description "REVIEW OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012.

" and 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 13 July 2012**

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 **Mr PG Mapheto** only at telephone number **015 519 3214** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation
4. Admin enquiries can be directed to **Ms Ntsieni or Ms EN Nefolovhodwe** at **015 519 3129/3179**

Civic Centre  
83 Krogh Street  
LOUIS TRICHARDT  
0920

**EL MUGARI**  
**ACTING MUNICIPAL MANAGER**

**Notice No : 104/2012**

**File No : 8/3/2/1**