

MAKHADO MUNICIPALITY

QUOTE NO. MAK10/2014/2015

QUOTATION: REVIEW OF THE ANNUAL FINANCIAL STATEMENTS OF THE MAKHADO LOCAL MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2014

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 2014.

SPECIFICATION:

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 with reconciliations and supporting documents*
- ✓ *Review the financial statements and ensure that they are reconciled to the ledger.*
- ✓ *Assist in compilation of entries to process corrections after the overall review of the financial statements.*
- ✓ *Ensure that prior year adjustments 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 Auditor General.*

Deliverables

The successful bidder is expected to enter into an agreement with the municipality and to provide a report to the audit committee in terms of the quality of the financial statements.

Requirements

- **Valid Original Tax Clearance Certificate**
- **Copy of company registration certificate**
- **Certified copy/copies of company owner(s) ID Books**
- **BBBEE certificate**
- **Attach proof of qualified Chartered Accountants S.A**
- **Attach copy of experience in Preparation of Annual Financial Statements and municipal environment.**
- **Prior experience in audit committee of municipality preferable**
- **Knowledge of GRAP, MFMA and relevant registration**

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** and **MBD 4** obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **“MAK10/2014-2015”** & description **“REVIEW OF THE ANNUAL FINANCIAL STATEMENTS OF THE MAKHADO LOCAL MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2014”** 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 08 AUGUST 2014**

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 MAPHETHO G** at telephone number **015 519 3056** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. Admin enquiries can be directed to **Ms Masete A.H** or **Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no : 117/2014
File no : 8/3/2/1
IP MUTSHINYALI
MUNICIPAL MANAGER