

MAKHADO MUNICIPALITY

QUOTE NO. MAK83/2015/2016

QUOTATION: APPOINTMENT OF A SERVICE/CONSULTANT TO RENDER ASSET MANAGEMENT AUDIT FOR INTERNAL AUDIT UNIT FOR MAKHADO MUNICIPALITY

All interested service providers are hereby invited to submit written quotations for the **Appointment of a Service/Consultant to Render Asset Management Audit for Internal Audit Unit for Makhado Municipality**

SCOPE OF WORK

1. **The preparation and review of a GRAP compliant Movable Assets Register**
 - This include the physical verification, condition assessment, valuation of all movable assets including intangible assets and library
2. **The preparation and review of a GRAP compliant Heritage Assets Register**
 - This includes the physical verification, condition assessment, valuation of all immovable assets including land and building, community assets, investment property and storm water infrastructure assets
3. **The preparation and review of a GRAP compliant Heritage assets register**

Deliverable:

- Perform sample assets verification, condition assessment classification, componentization of all movable assets including library books and impairment exercise
- Review of useful life and residual values of all assets according to GRAP
- Identify and recording of possible impairment losses
- Review of reconciliation between assets register and general ledger
- Investigate and correct prior year assets audit qualification
- Evaluate the efficient and effectiveness of internal controls set within Assets Management
- Comparison between the deeds office information obtained, valuation roll and the current assets register
- Review the alignment and effectiveness of internal control against the Assets Management Policy

Requirements

- **Valid Original Tax Clearance Certificate**
- **Copy of company registration certificate**
- **Certified copy/copies of company owner(s) ID Books**
- **BBBEE certificate**
- **Proof of payment of municipal bills, accounts and Service or statement**
- **Track Record/experience of 3 years plus in auditing GRAP compliant in assets management dealing with assets in a municipal environment**
- **Attached proof IIA membership**

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 “**MAK83/2015/2016**” & description’ “**APPOINTMENT OF A SERVICE/CONSULTANT TO RENDER ASSET MANAGEMENT AUDIT FOR INTERNAL AUDIT UNIT FOR MAKHADO MUNICIPALITY**” 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 18 MARCH 2016**

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 KGOPA AM** at contact number: **015 519 3031** 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 Ntsieni TP** or **Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no: 35/2016
File no: 8/3/2/1
IP MUTSHINYALI
MUNICIPAL MANAGER