



MOHOKARE
LOCAL MUNICIPALITY

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REQUEST FOR QUOTATIONS

ACCOUNTING SUPPORT

SCM CONTACT PERSON:	Mr. P Lesenyeho
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TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Ms. Tsoho Mabote Acting – Senior Finance Manager mohokarebudget@gmail.com (051) 673-9600/082 075 0429
SUBMISSIONS:	Sealed quotations clearly marked, “SCM/MOH/17/RFQ/2024 ACCOUNTING SUPPORT can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950 Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/17/RFQ/2024
BID VALIDITY PERIOD:	120 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	24/07/2024
CLOSING DATE:	31/07/2024
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	None

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2022 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.

SCOPE OF WORK IN ACCOUNTING SUPPORT

Accounting Period from 01 July 2023 to 30 June 2024

The scope of work entails and not limited to:

Review Mohokare Local Municipality accounting records from source documents to recording into accounting software (MunSoft) until filing (booking keeping) for future records and auditing purpose. Unbundle all ledgers, starting from GL; Debtors Ledger; Creditors Ledger, Trial Balances, Ledger reconciliations, Bank reconciliations, Debtors reconciliations, Creditors reconciliations, and etc.

1. General Ledger (GL) Unbundle

- a. Review GL Transactions
- b. Categorise each type of transaction
- c. Reclassify each transaction to correct account if necessary
- d. Process correction journals if necessary
- e. Link each transaction to source documents
- f. Group unreconciled transactions to one account for future resolving
- g. Compile a working file for each work done for future reference and audit purpose
- h. Grants reconciliation
- i. Transfer of skill to relevant officials

2. Debtors Ledger

- a. Review Debtors Transactions
- b. Categorise each type of transaction
- c. Reclassify each transaction to correct account if necessary
- d. Process correction journals if necessary
- e. Link each transaction to source documents (Billing system or manual invoicing)
- f. Reconcile each debtor account to reflect correct balance
- g. Review Age analysis against detail Debtors accounts
- h. Group unreconciled transactions to one account for future resolving
- i. Compile a working file for each work done for future reference and audit purpose
- j. Transfer of skill to relevant officials

3. Creditor Ledger

- a. Review Creditors Transactions
- b. Categorise each type of transaction
- c. Reclassify each transaction to correct account if necessary
- d. Process correction journals if necessary
- e. Link each transaction to source documents (Payment voucher/invoices/bank statements payments)
- f. Reconcile each creditors account to reflect correct balance
- g. Review Creditors balances against detail Creditors accounts
- h. Group unreconciled transactions to one account for future resolving
- i. Compile a working file for each work done for future reference and audit purpose
- j. Transfer of skill to relevant officials

4. Trial Balance (TB)

- a. Analyse TB to Detail GL
- b. Ensure TB balance are equal to Details GL
- c. Reclassify a transaction if necessary
- d. Transfer of skill to relevant officials

5. GL Reconciliations (Balance Sheet)

- a. Analyse each GL Balance Sheet Accounts
- b. Reconcile all Balance Sheet accounts
- c. Process adjustments journal if necessary
- d. Group unresolved transaction to suspense account for future resolving
- e. Compile a file relating to all GL analysed accounts
- f. Compile a working file for each work done for future reference and audit purpose
- g. Transfer of skill to relevant officials

6. GL Reconciliations (Nominal Accounts)

- a. Analyse each GL nominal accounts totals
- b. Review each transaction for correctly accounted to correct GL account
- c. Process adjustments journal if necessary
- d. Group unresolved transaction to one account for future resolving
- e. Compile a file relating to all GL analysed accounts
- f. Compile a working file for each work done for future reference and audit purpose
- g. Transfer of skill to relevant officials

7. Bank Reconciliation

- a. Review Cash book transaction
- b. Review bank statements transactions to Cashbook
- c. Link each receipts to invoice from Municipality
- d. Link each payments to invoice from suppliers and payments vouchers
- e. Group unresolved transaction to one account for future resolving
- f. Compile a working file for each work done for future reference and audit purpose
- g. Transfer of skill to relevant officials

8. Salary Reconciliation

- a. Review salary transactions
- b. Perform the salary control reconciliation
- c. Identify and review salary related creditors
- d. Compile a working file for each work done for future reference and audit purpose
- e. Transfer of skill to relevant officials

ACCOUNTING FEES SCHEDULE

ITEM	DESCRIPTION	AMOUNT
1	General Ledger (GL) Unbundle	
2	Debtors Ledger	
3	Creditor Ledger	
4	Trial Balance (TB)	
5	GL Reconciliations (Balance Sheet)	
6	GL Reconciliations (Nominal Accounts)	
7	Bank Reconciliation	
8	Salary Reconciliation	
9	Subsistence and Travelling	

The following conditions will apply:

- The price quoted must be firm and must be inclusive of VAT where applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certified Sworn Affidavit when applicable to qualify for points.
- Attach proof that the supplier meets the criteria of specific goals listed below to qualify for point
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

Attach and complete following documents obtainable from the municipal website (Failure to do so will result in your bid be disqualified)

- MBD4 (Declaration of Interest)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

NB: The following shall not be considered: -

- Quotations received after the closing date and time determined here-in.
- Quotations of which the envelopes have not been duly marked for identification.
- Telegraphic, faxed and telephonic tenders or those completed in pencil.
- Tenders listed in the National Treasury's register of defaulters

Evaluation Criteria

- No Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Mohokare Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

Evaluation Criteria for Specific goals

Specific goals	Total Points
Local Area of service Within Mohokare Local Municipality = 10 Within Xhariep District= 6 Within Free State= 4 Outside Free State= 2	10
B-BBEE Status Level	10
1 = 10	
2 = 8	
3 = 6	
4 = 4	
5 = 2	
6 = 2	
7 = 2	
8 = 2	
Non-Compliant Contributor = 0	

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

NB: No quotations will be considered from persons in the service of the state

**MSCM Regulations: "in the service of the state" means to be –*

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

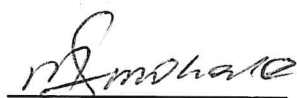
(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully



Mr. M. Mohale
Acting-Municipal Manager