



## MTHONJANENI MUNICIPALITY

### Bid Notice

Proposals are hereby invited from Chartered Accountant firms in terms of Section 110 of the MFMA Act 56 of 2003, read with clause 12d (i) of the Mthonjaneni SCM Policy to submit proposals.

Project Name	Tender Reference	Closing Date & Time
Proposal to provide for an internal Audit Function at Mthonjaneni Municipality for a period of 3/Three years (Commencing on the date of signing the contract)	M1019 – 2016/17	13 December 2016 at 11h00

Duly completed proposals, sealed in an envelope marked “Municipal Manager:  
**REQUEST FOR PROPOSAL (RPF) FOR THE PROVISION OF THE INTERNAL AUDIT SERVICES** and returnable address on the back of the envelope are to be deposited into the Bid Box. On or Before 13 December 2016 at 11h00.  
Proposals will be opened immediately after the closing date and time of the bid in public.

All proposals submitted shall be valid for 90 days after the closing date.

Registration on the Council’s Database is encouraged prior to the submission or closing of the tender. Registration forms are available at the Mthonjaneni Municipality’s website ([www.mthonjaneni.org.za](http://www.mthonjaneni.org.za)) or can be collected at our SCM Unit. It is the responsibility of the Tenderer to ensure that the registration documents are received by the SCM Unit.

Any proposal submitted by a person(s) who is in the service of the State or if that person(s) is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the State or who is an advisor or a consultant contracted with the Municipality, shall not be considered in terms of Regulation 44 of the Municipal Supply Chain Regulations.

**Scope of Work:**

The scope of work includes mainly the provision of internal audit services through the execution of the 3- year rolling internal audit plan. Our internal audit approach is risk based. The internal audit projects will focus on the following functional areas/ Business units:

- Financial reporting
- Corporate Governance
- Human Resources Management
- Information technology
- Finance management
- Legal & Compliance Reviews;
- Operational Reviews

**Evaluation Criteria: The Bid will be evaluated in Two Stages IE Functionality and preferential point System being (90/10). The Bidder must reach at least 75 Points in order to proceed to the Second Stage.**

<b>Evaluation Criteria</b>	<b>Points</b>
<b>Firm of Chartered Accountant</b>	- <b>20 Points</b>
<b>Qualification of a Project Director</b>	- <b>CA – 10 Years’ Experience, Member of IIA = 15 Points.</b> - <b>B Com Honors with Articles = 5 Points</b>
<b>Previous Experience on Similar projects – with written References</b>	- <b>5 References = 20 Points</b> - <b>Less than 5 = 5 Points</b>
<b>Similar projects with Clean Audits</b>	- <b>2 Projects =10 points</b> - <b>1 Project = 5 Points</b>
<b>Team Composition</b>	- <b>2 Senior Consultants with B Com Plus Articles; Experience in Similar assignment and = 10 Points</b> - <b>Other Senior Consultants = 5 Points</b>
<b>Methodology and Scope</b>	- <b>15 Points</b>
<b>Clear Skill Transfer Plan</b>	- <b>10 Points</b>

The Selected service providers may be requested to do the presentation on their proposals. The Evaluation of the Bid will be conducted in two stages firstly the assessment functionality based on evaluation criteria and the minimum threshold of 75 point. Thereafter the qualifying bids are evaluated in terms of the 90/10 preference point system.

The following documentation should be attached together with the proposal:

- Copy of TAX Clearance and SARS PIN number.
- Registration with CENTRAL SUPPLIER DATERBASE.
- Company registration documentation;
- B-BBEE Certificate;
- ID Copies of the Directors of the company

- Company Profile clearly outlining previous experience in similar assignment;
- Qualification of the Team leader (being a Chartered accountant); and

**MBD 2,4,6.1, 8 & 9 forms to be collected from SCM Office Finance Department.**

**It is the tenderer's responsibility to provide all the data and information requested in the format required, since failure to do so may be regarded by the employer as a non- responsive proposal.**

All writing must be in the English Language. **Facsimile, electronic and late proposals will not be accepted.** Mthonjaneni Municipality will not accept any responsibility for the delivering of proposals by courier services or any other means that are not placed in the Tender Box, on or before the closing date and time of tender. The employer shall not take any responsibility for non-receipt of communications from a tenderer

The Bid Adjudication Committee reserves the right not to accept the lowest or any proposal. Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the Proposal.

<b>Enquiries</b>	<b>Contact Person</b>	<b>Telephone</b>
Acting CFO	Mr. S. Mbuyazi	0354502082 ext. 205
SCM Unit	Mr. B. Pienaar	0354502082 ext. 222

Mr. P.P. Sibiya  
Acting Municipal Manager