



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

You are invited to furnish the Municipality with a written quotation for the provision of services or goods detailed in the endorsed specification.

The quotation must be submitted on the official letterhead of your company and must be deposited in the municipal tender box situated at Cnr Fedler and Second Street (Supply Chain) in Randfontein before 11h00 on the **25th February 2021**. For queries, please email Mr L Makaula on lubulele.makaula@randwestcity.gov.za

For Technical Enquiries: **Ms O Blaai**

Audit

Tel: **011 411 0266**

For SCM related Enquiries: **Mr L Makaula**

Supply Chain Management

Tel: **011 411 0427**

RWRFO-9/001/2020-2021: Appointment of a service provider for the provision of a forensic audit services at the Rand West City Local Municipality

The following mandatory documents must be submitted with the quotation and failure to submit either will lead to your submission being declared non-responsive:

- Prices must be valid for at least thirty (30) days from the closing date and must be inclusive of VAT if the bidder is a VAT vendor.
- A valid Tax Clearance Certificate OR Tax Compliance status document with PIN from SARS.
- Proof of registration with the National Treasury Central Supplier Database (a bidder must attach CSD registration report with Supplier No. and Unique Code).
- Original BBBEE certificate, certified copy or a EME or QSE verified affidavit in the case of EMEs and QSEs. Failure to submit either will lead in the bidder scoring no points for BBBEE. Must be a consolidated certificate for Joint Ventures.
- Certified copies of Company Registration Documents and ID copies of company directors
- Completed MBD 4, MBD 8 and MBD 9 forms (downloadable on the website.)
- A current municipal account statement reflecting the bidder is not in arrears for more than 3 months, lease agreement or SAPS affidavit stating that the bidder not obliged to pay municipal rates.

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

BIDDERS SHOULD ALSO TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Rand West City Local Municipality Supply Chain Management Policy will apply.
- The Rand West City Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the bid in whole or in part.
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted.
- Bidders will be required to register on the Rand West City Local Municipality Database, if not already registered.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- The bid will be evaluated on local production content the minimum threshold as stipulated by the DTI in each designated sector will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Signature

18/02/2021.
Date

Rand West City Local Municipality

Cnr Pollock & Sutherland Street, Randfontein 1760, Tel 011 411 0000, Fax 011 693 1736

Website: www.randwestcity.gov.za

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SPECIFICATION

Rand West City Local Municipality (RWCLM) is seeking to appoint a service provider for the provision of a forensic audit services at the Rand West City Local Municipality

SPECIFICATIONS:

The scope of work for the assignment entails:

- Analysis of transactions on leave pay-outs upon employee termination.
- Verify whether there is a segregation of duties in the payroll and human resource section
- Investigate how amendments of employee details on the payroll system are processed and authorized.
- Identification of suspicious transactions.
- Compilation of audit trail of transactions.
- Identify individuals who authorised the transactions.
- Access the external information linking to the transactions.
- Identify whether any laws, rules and regulations have been transgressed in the process.
- Recommend appropriate disciplinary actions (where necessary)
- Assist with the drafting of charge sheets (where necessary)



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SERVICE PROVIDER PROFILE

The service provider must be able to put together a team of qualified professionals with relevant qualifications.

The minimum skills and experience of the service provider:

- Appropriate qualifications in public finance, forensic audit, auditing and administration.
- Knowledge of disciplinary processes in a municipal environment.
- Excellent communication and presentation skills.

EVALUATION CRITERIA		VALUE
The team leader must have at least 5 years' experience in public sector accounting and management. <ul style="list-style-type: none">• The team leader must have 5 Years and above experience in the public sector accounting and management• The team leader must have 4 Years' experience in the public sector accounting and management• The team leader must have 3 Years' experience in the public sector accounting and management.	40 25 15	40
The service provider must have contactable references and be able to furnish proof. <ul style="list-style-type: none">• 5 + appointment letters• 3 + appointment letters	20 10	20
Appropriate qualifications in public finance, forensic audit, auditing and administration. <ul style="list-style-type: none">• Post graduate diploma qualification• Registered with IIA or SAICA or Forensic audit board	20 20	40
Maximum Score		100