



**VICTOR KHANYE LOCAL MUNICIPALITY**

COMPANY NAME: .....

.....

P O BOX: ..... CELL: .....

CONTACT PERSON..... TEL: .....

..... FAX: .....

**RFQ: Q02/B & T/2024/2025 REVIEWAL OF GRAP  
COMPLIANT ANNUAL FINANCIAL STATEMENTS,  
IMMOVABLE AND MOVABLE ASSET REGISTER  
FOR THE 2023/24 FINANCIAL YEAR.**

**REQUEST FOR QUOTATION Q02/B&T/2024/2025 REVIEWAL OF GRAP COMPLIANT ANNUAL  
FINANCIAL STATEMENTS, IMMOVABLE AND MOVABLE ASSET REGISTER FOR THE 2023/24  
FIN YR**

**Procurement Less than R 300 000.00 (Including Vat)  
Publication on the Victor Khanye Local Municipality Notice Board/s & Website**

Victor Khanye Local Municipality invites suitable service providers to submit quotation on the goods and/or services listed hereunder, on the available RQF form. Please furnish all information as requested and return your quotation document on the date stipulated.

<b>ADVERTISEMENT DATE</b>	31 JULY 2024
<b>DEPARTMENT</b>	BUDGET & TREASURY
<b>RFQ NUMBER:</b>	Q02/B&T/2024/2025
<b>DESCRIPTION SERVICES REQUIRED</b>	REVIEWAL OF GRAP COMPLIANT AFS
<b>QUOTATION DOCUMENTS</b>	Quotation documents are available at room 33.
<b>SPECIFICATION DOCUMENT:</b>	The quotations specification herein are available from SCM Municipal Offices, Delmas, telephone number 013 6656000. Or can be downloaded from the Municipality's Website
<b>BRIEFING SESSION</b>	<b>NOT APPLICABLE</b>
<b>CLOSING DATE &amp; TIME:</b>	08 AUGUST 2024 at 10:00
<b>ENQUIRIES:</b>	Mr M MBONA at telephone number 013 665 6000 during office hours

Preferential Procurement Policy Framework Act, No. 5 of 2000 and as defined in the bid document, read in conjunction the Preferential Procurement Regulation, 2022 and Supply Chain Management Policy of Victor Khanye Local Municipality will apply in the adjudication process. The evaluation of the acceptable proposals will be conducted in the following two stages: A system that awards points on the basis of 80 points for proposal price and 20 points in respect of targeted goals.

Price should be VAT inclusive. A valid Tax Clearance Certificate, identification copy and company registration certificate, MBD1; MBD2; MBD4; MBD6.1; 6.2, 6.3 MBD8 & MBD9 and current municipal account/lease agreement must be attached. Failure to attach the requested documents will result in a bid being non-responsive.

**Tenders duly, endorsed with the project number and description, must be placed in the tender box on or before 08 AUGUST 2024 at 10:00am at the Municipal Offices, Samuel Road, Delmas or could be posted to the undermentioned address to be received before the closing date and more information can be obtained from the contact person as specified above.**

**Quotation received after the closing date and time, faxed, completed with pencil or e-mailed will not be considered.**

The Council reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed. Bids completed in pencil will be regarded as invalid bids. Quotation should be valid for a period of not less than ninety (90) days. Appraisal of submissions will be done according to the Council's Procurement Policy. **Council reserves the right not to appoint.**

*If you do not hear from us within 90 days after the closing date, please consider your quotation unsuccessful.*

  
**TM MASHABELA  
MUNICIPAL MANAGER**

**MUNICIPAL OFFICES  
PO Box 6  
DELMAS 2210**

**FORM OF OFFER AND ACCEPTANCE**

**FORM OF OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

.....

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:**

**MBD 3.1:**

.....Rand (in words);

R .....(in figures)

This offer may be accepted by the employer by signing the acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature ..... Date

.....

Name

.....

.....

Capacity

.....

.....

Name of organization

.....

Address of organization

.....

.....

.....

Signature of witness ..... Date

.....

Name of witness

.....

**\*Bidders have to complete the offer total of price in words as well as in figures**

## COMPULSORY REQUIREMENTS

**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION.**

1. Original Valid Tax Certificate

Please note that copies of tax clearance certificate are not valid as per SARS and they not be accepted by the Victor Khanye Local Municipality. Failure to provide the original valid tax clearance certificate will result on the quotation being disqualified.

2. Latest copy of rate and taxes together with a completed " Declaration on State of Municipal Accounts" form.(Attached)

Please note the following:

a) **Municipal account statement attached (with all applicable rates and taxes) should not be in areas more than 90 days as follows:**

- All Directors' municipal account as per CIPC must be attached.
- Registered office municipal account as per CIPC must be attached if there is a lease.
- A valid lease agreement signed by both parties must be attached with related municipal account where the registered office is located.

b) If the business is operated from the residence of one of the directors, a certified affidavit must be submitted stating the address of the business premises.

c) If the premises from where business is conducted or where a director is residing is leased, a copy of the lease agreement or an affidavit must be submitted.

3. **Every page of the quotation document must be signed or initialed by the authorized signatory and all attachments must stapled or binded to the document.**

4. Failure to complete the schedule of quantities as required.

5. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 form is incomplete or not attached the quotation will be disqualified.

6. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or no attached the quotation will be disqualified.

7. Both the MBD 4; 8 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4; 8 & 9 forms must be dated within the quotation period.

8. All prices alterations must be signed for by the Bidder confirming that such changes were made by the Bidder.

9. Please ensure that an Authority of signatory on the company's letter head or board of Directors resolution is signed and attached.

10. **Certified RSA I.D copy/ies of all the directors must be attached.**

11. **Certified copy of the Business registration Certificate (CIPRO) must be attached.**

15. **Quotation received after closing date and time, faxed, completed with pencil, tipexed, incomplete document or e-mailed will not be considered.**

**PLEASE NOTE THAT THE PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS.

SIGNATURE \_\_\_\_\_NAME&SURNAME\_\_\_\_\_

### CONDITIONS

1. All goods or service purchased will be subject to VKLM SCM Policy and Procedures. A copy of said condition is available from the SCMU office.
2. All purchase will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful Bidder.
3. To participate in the Municipal's Quotation process for the procurement of goods and/or services, vendors must get accredited and be registered on the Municipality's Suppliers Database. Supplier registration forms are available from the Supply Chain Management Unit. The Municipality is dealing only with the registered and accredited suppliers on its database.
4. All prices quoted must be Inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be fir." Firm" PRICES ARE DEEMED to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to Victor Khanye Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. **VKLM supports empowerment of the previously disadvantaged, females, local economic development and SMME's.**
9. **THE VICTOR KHANYE LOCAL MUNICIPALITY DOES NOT TAKE RESPONSEBILITY FOR ANY QUOTATION DEPOSITED IN THE WRONG BOX.**

I herewith confirm that I have read and understood the abovementioned requirements.

SIGNATURE \_\_\_\_\_NAME&SURNAME\_\_\_\_\_

# DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

<sup>1</sup>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 Public Finance Management Act, 1999 (Act No.1 of 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.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? .....YES / NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... YES / NO

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES NO

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES/NO

3.13.1 If yes, furnish particulars.

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES/ NO

3.14.1 If yes, furnish particulars:



4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

Signature

Date

Capacity

Name of Bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

Preference points for this bid shall be awarded for: **PREFERENCE POINTS CLAIM FORM IN  
TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 3. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;  
**“rand value”** means the total estimated value of a contract in Rand, calculated
- (c) bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by

an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

#### 4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

##### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

##### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where Ps = Points scored for price of tender under consideration

4.1

- (c) Price; and

- (d) Specific goals.

1.3.1 The maximum points for this bid are allocated as follows:

## POINTS

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
RACE	6	
GENDER	6	
DISABILITY	6	
YOUTH	2	

## EVALUATION CRITERIA

The tender shall be evaluated on a 80/20 preferential points system, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

<b>POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS</b>		
<b>HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS</b>	<b>POINTS ALLOCATION</b>	<b>SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS</b>
100% black person or people owned enterprise	6	A copy of a <b>Full CSD report</b> not older than 3 months

<b>POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY WOMEN OR MEN</b>		
<b>WOMEN OR MEN</b>	<b>POINTS ALLOCATION</b>	<b>SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS</b>
More than 30% women owned enterprise	6	A copy of a <b>Full CSD report</b> not older than 3 months
Men only owned enterprise	5	

<b>POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY PEOPLE WITH DISABILITY</b>		
<b>PEOPLE WITH DISABILITY</b>	<b>POINTS ALLOCATION</b>	<b>SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS</b>
More than 30% people living with disability shareholding or owned enterprise	6	A copy of a Medical Certificate to confirm disability

<b>POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY YOUTH PEOPLE</b>		
<b>RDP</b>	<b>POINTS ALLOCATION</b>	<b>SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS</b>
100% youth owned enterprise, persons who are of age 35 years and less	2	A copy of a <b>Full CSD report</b> not older than 3 months
<b>TOTAL PREFERENCE POINTS TO BE CLAIMED</b>	20	

## 9

## 9.1

## 9.2

### 9.3

9.4

Partnership/Joint Venture / Consortium  
One person business/sole propriety  
Close corporation  
Company  
(Pty) Limited

**WITNESSES:**

1.

SIGNATURE(S) OF BIDDER(S)

5.

DATE:.....

ADDRESS:.....

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

## **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**



Item	Question	Yes	No
4.1	<p><b><i>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</i></b></p> <p><b><u>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</u></b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

#### **CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME.....)**  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS**  
**DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION**  
**MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE**  
**FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

### **GENERAL CONDITIONS OF CONTRACT**

**The General Conditions of Contract is not included in this document and can be downloaded from the following website:**

**<http://www.treasury.gov.za/legislation/pfma/public%20entities/PFMA%20GCC%20July%202010.pdf>**

**The Supply Chain Management Policy (SCM) is not included in this document and can be downloaded from the following website:**

**[www.victorkhanyelm.gov.za](http://www.victorkhanyelm.gov.za)**

## **SPECIFICATION**

<b>No.</b>	<b>PROCEDURE</b>	<b>WORK PERFORMED</b>
<b>1</b>	<b>Prior Year amounts</b>	
1.1	Agree the prior year figures in the annual financial statements to the prior years annual report	
1.2	Ensure that the closing balances as per the previous year trial balance agrees to the opening balance on the current year trial balance (verifying that the roll forward procedures have been performed correctly)	
1.3	Agree the latest closed off trial balance from the accounting system for the prior year to the prior year AFS to ensure all the adjusting journal entries have been processed.	
<b>2</b>	<b>Current Year TB</b>	
2.1	Agree the TB which has been imported to the AFS software template or Excel template to the Financial System trial balance.	
2.2	Ensure that the Financial System TB is the correct TB used.	
2.3	Verify that all the items on the TB have been mapped to the correct classification of accounts.	
2.4	Review and investigate any assets or expenditure accounts that have negative balances (credits) or income, liabilities or surplus accounts that are in debit.	
2.5	Verify that the Trial balance is in balance (all accounts must add up to zero)	
<b>3</b>	<b>Statement of Financial Performance</b>	
3.1	Agree all amounts per the Statement of Financial Performance to the supporting lead schedules linked to the TB and ensure that all accounts have been correctly mapped.	
3.2	Agree all amounts per the Statement of Financial Performance to the notes to the financial statements.	
3.3	<b>Rates and Service Charges Income</b> a) Inspect monthly rates reconciliation and agree the monthly billing report to the general ledger property rates account in the ledger. This reconciliation could also be performed on an annual basis (trial balance). b) Review the service charges reconciliation and verify that the service charges billing report amount agrees with the amount in the general ledger. c) Verify that the no. of properties and value from the valuation roll has been reconciled to the property values on the system used to raise property rates (completeness) d) Verify that the number of properties on the valuation roll has	

	been reconciled to the number of properties for which service charges has been raised on the system (completeness)	
3.4	<b>Other income:</b> a) For all other sources of income, establish the process for recording such income and agree to adequate supporting documentation. b) For donation income, establish whether all donations have been disclosed during discussion with management. Obtain supporting third party confirmation for the items donated and the value recognised in the financial statements. c) Inspect the traffic fine income reconciliation and verify that all fines issued by the municipality is recognised at its issue value in full at the time of issuing to the offender. Ensure that subsequent measurement is considered based on past collection history d) Review the rental lease agreements/rental income register to determine that all rental income due to the municipality has been disclosed (not recorded only on income received)	
3.5	<b>Employee related costs</b> a) Verify that total employee costs, including Council remuneration, as per the payroll system agree to the General Ledger salaries vote. b) Where differences exist, review the reconciling items.	
3.6	<b>General</b> a) Compare the % movement in accounts for all expenditure and income, and request explanations from management for significant variances to determine reasonableness a) Verify that the revenue disclosure for exchange verses non-exchange transactions are correct.	
4	<b>Statement of Financial Position</b>	
4.1	Agree amounts as per the Statement of Financial Position to the supporting lead schedules and trial balance.	
4.2	Agree the amounts disclosed on the Statement of Financial Position to the notes to the financial statements.	
4.3	Review the classification of accounts between assets and liabilities, as well as current verses non-current to ensure that these have been correctly classified.	



4.4	<p><b>Assets: Property, Plant and Equipment</b></p> <p>a) Review the asset register and ensure that the opening balance for the various categories as per the asset register agrees with the opening balance as per the prior year annual financial statements.</p> <p>b) Review the asset register and ensure that the closing balances for the various categories as per the asset register agrees with the closing balance as per the trial balance.</p> <p>c) Review the componentisation of the asset register, and verify if all assets have been appropriately "broken down". In instances where this is not the case, record as such and discuss with the municipality on possible ways to address this.</p>	
4.5	<p><b>Asset Additions:</b></p> <p>d) Select a sample of 5 additions from the asset register and verify the additions to adequate supporting documentation i.e. invoices / bill of quantities / practical completion certificate.</p> <p>e) Trace a sample of 5 additions of assets from the capital ledger account and agree to the fixed asset register.</p> <p>f) Agree the total additions as disclosed in the AFS note to the total additions as per the TB.</p>	
4.6	<p><b>Disposals of Assets:</b></p> <p>g) Trace a sample of 5 disposals from the asset register and ensure that the required approvals by Council for disposal of assets is available for audit purposes.</p> <p>h) Ensure that the proceeds received on disposals have been correctly recorded on the Trial Balance and appropriately supported by the relevant documentation (Council resolution for the disposal, auction schedules, proof of income received)</p> <p>i) Recalculate the gain/loss on disposal of asset and ensure that this amount is correctly recorded on the Financial Performance.</p>	
4.7	<p><b>Depreciation:</b></p> <p>j) Verify whether depreciation has been calculated for the year, and ensure that such calculations have been appropriately performed in accordance with the accounting policy.</p> <p>k) On a sample basis, recalculate depreciation and agree to the amount recorded in the fixed asset register</p> <p>l) Agree the depreciation disclosed on the statement of financial performance to the total depreciation on the fixed asset register.</p>	
4.8	<p><b>Work in progress</b></p> <p>l) With regard to assets that are work in progress, verify that the municipality has a mechanism in place to identify completed projects (generally upon issue of a practical completion certificate). Ensure that the projects are being identified, and capitalised correctly in a timeous manner.</p> <p>m) Verify that depreciation is calculated on capitalised projects from the date of capitalisation (practical completion date)</p> <p>n) Review the transfer of work in progress to completed assets as per the note the AFS to ensure that this is recorded correctly.</p>	

4.9	<b>Impairment of assets:</b> o) Review the documented assessment for impairment of assets to determine reasonability (consideration of impairment indicators) p) Review the calculations for impairment and ensure that the impairment has been correctly disclosed in the annual financial statements.	
4.10	<b>Closing balances: PPE</b> q) Review the asset register to determine that no assets have a book value of zero at year end. If so, request management to consider reviewing useful lives for these assets and review the reasonableness of management explanations. r) Ensure that no book values are negative.	
4.11	<b>Assets: Intangible assets</b> a) Ensure that opening balances as per the register agree to opening balance as per the prior year AFS. b) Verify that all items recorded as intangible meet the definition of such. c) Verify that the amortisation calculated is consistent with the accounting policy. d) Verify that no amortisation is calculated for assets with indefinite useful life e) Verify that the closing balance as per the intangible asset register agrees to the closing balance as per the trial balance. f) Determine whether the municipality has servitudes arising from arrangements with third parties (contracts etc). If so, determine whether the municipality has adequately disclosed these as intangible g) Verify that additions and disposals have been adequately recorded on the FAR and disclosed in the AFS	
4.12	<b>Assets: Investment Property</b> a) Verify the opening balance for investment property as per the asset register and agree the opening balance to the prior year AFS. b) Verify additions to investment property, and ensure that such additions have been appropriately valued and recorded (in line with accounting policy) c) Ensure that the closing balance for investment property as per the asset register, agrees to the trial balance. d) If fair value model is adopted, Ensure that investment property has been valued by a valuator and has a valuation certificate and that the revaluation has been accounted for correctly in the annual financial statements. e) If the fair value model is adopted, ensure that the municipality has not depreciated these investment properties. f) Agree the investment properties to the rental income register to ensure completeness of properties disclosed and rental income raised in the statement of financial performance.	
4.13	<b>Non-current assets held for sale</b> a) Verify that the municipality has not disclosed any assets as non-current assets held for sale (no longer allowed in terms of GRAP)	

4.14	<p><b>Heritage assets:</b></p> <p>a) Verify the opening balance for heritage assets as per the asset register and agree the opening balance to the prior year AFS.</p> <p>b) Verify additions and ensure that such additions have been appropriately valued and recorded (in line with accounting policy)</p> <p>c) Ensure that the closing balance for heritage assets as per the asset register, agrees to the trial balance.</p> <p>d) If fair value model is adopted, Ensure that heritage assets has been valued by a valuator and has a valuation certificate and that the valuation has been accounted for correctly in the annual financial statements.</p>	
4.15	<p><b>Inventory:</b></p> <p>a) Agree inventory closing balance to supporting documentation.</p> <p>b) Verify that inventory counts have been performed and such counts are reconciled to the accounting records.</p> <p>c) Verify that any write downs of inventory or disposals are in accordance with the inventory policy and the accounting records have been updated correctly.</p> <p>d) Review the valuation of the inventory to ensure that it is in accordance with the accounting policy adopted by the municipality.</p> <p>e) Verify that inventory has been recorded at lower of cost or net realisable value</p>	
4.16	<p><b>Receivables</b></p> <p>a) Review the working papers for receivables to ensure it agrees to the notes, all relevant information is included and that the ageing is reasonable.</p> <p>b) Review the reconciliation between the consumer debtor sub-ledger and the General Ledger and agree the amount to the financial statements.</p> <p>c) Obtain the other receivables listing/reconciliation and agree the closing balance agrees to the Trial Balance.</p> <p>c) Consider the reasonableness of the method used by the municipality to consider impairment of receivables.</p> <p>d) Use the ageing of the receivables report to assess the reasonableness of the allowance for doubtful accounts.</p> <p>e) Determine whether all bad debts have been written off in accordance with the municipality's Bad debt write-off policy., and can be supported by Council approvals.</p> <p>f) Recalculate the short-term portion (capital repayments within 12 months after year-end) from the amortization schedules of the long-term debtors and confirm the correctness of the amount in the balance sheet.</p>	
4.17	<p><b>Cash and Cash equivalents and Investments</b></p> <p>a) Agree the bank balance to the bank reconciliation and the bank statement. Ensure that there is supporting documentation for reconciling items.</p> <p>b) Ensure that there is source documentation for all petty cash balances e.g. the year end reconciliation.</p> <p>c) Agree the balance per the investment register to the bank statement and Trial Balance.</p>	

	<p>d) Agree the interest on investments as disclosed in the Financial Performance to the investment register      e) Agree amounts as per the bank TB balances and investment register to bank confirmations</p>	
4.18	<p><b>VAT Receivable/Payable</b></p> <p>a) Re-perform the reconciliation between VAT201 returns and the general ledger for the year under review.</p> <p>b) Vouch reconciling items against supporting documentation</p> <p>c) Reconcile the year end balance as per the general ledger to the outstanding VAT returns at year-end and agree to payments made / received after year-end.</p> <p>d) Agree the closing balance on the VAT reconciliation to the VAT 201 and Trial Balance.</p>	
4.19	<p><b>Long term liabilities</b></p> <p>a) Obtain the external loans register for the year and agree the opening balance for the year to the prior year AFS.</p> <p>b) Agree closing balance as per the loan bank statements to the loans register.</p> <p>c) Ensure that the interest paid has been correctly reflected on the loans register and the Financial Performance</p> <p>d) Agree the closing balance on the external loans register to the balance as per the Trial Balance      e) Verify that the current liability on the loans is disclosed correctly.</p>	
4.20	<p><b>Liabilities: Unspent Conditional Grants and Receipts</b></p> <p>a) Review the grants register and ensure that the opening balance for each grant agrees to the opening balance as per the GL, and the total to the closing balance per the Trial Balance</p> <p>b) Verify that the total expenditure reflected on the grants schedule/register agrees to the grant expenditure reflected on the General Ledger.</p> <p>c) In terms of income, ensure that all grants in terms of DORA have been recorded on the grants schedule correctly.</p> <p>d) Ensure that all grants are supported by DORA or Service Level Agreements, and that supporting documentation is available for all expenditure.</p> <p>e) Verify that grant income is recognised in accordance with the grant expenditure in the Financial Performance</p>	

4.21	<p><b>Trade and other payables</b></p> <p>a) Agree the closing balance on the creditors ledger and accruals listing to the trial balance</p> <p>b) Select a sample of 2 creditors from the creditors ledger and reperform the creditors reconciliation.</p> <p>c) Obtain a summary of the accruals at year-end and perform the following procedures:</p> <p>i) Test the mathematical accuracy of the listing.</p> <p>ii) Compare the current year listing to that of the prior year and obtain explanations from management for any changes to ensure that there are no unrecorded liabilities.</p> <p>iii) Select a sample of 5 items (deemed large or unusual) from the listing and trace to relevant documentation.</p> <p>d) Select a sample of 2 payments from the July and August cash book and trace to supporting documentation. Identify invoices relating to the year-end but paid after year end, trace the invoices to the list of accruals to ensure that it is included.</p>	
4.22	<p><b>Retention: Trade and other payables</b></p> <p>Selected a sample of 2 retention fees as per the list of retentions:</p> <p>a) Recalculate the retention fees on the outstanding contracts by agreeing the % to the contract and inspection of the last project evaluation certificate.</p> <p>b) To ensure completeness of retention fees inspect the project register and select a sample of projects from the register and inspect the list of retentions to ensure that the retention on this project was included in the list of retentions.</p> <p>c) Verify that the closing balance on the retention register agrees to the TB and AFS.</p> <p>d) Verify that retention payments are being made from the retention vote and not normal capital expenditure</p>	

4.23 **Other payables / Provisions**

**Leave Pay:**

a) Obtain the schedule prepared for the leave pay provision:

- (i) Trace a sample of 2 leave credits per the schedule to the leave file of the employee and ensure that the amount agrees.
- (ii) Agree the annual salary of the employee as per the schedule to the employees personnel file.
- (iii) Recalculate the amount of the leave pay provision to ensure mathematical accuracy.
- (iv) Ensure that the employee does not have more accumulated leave credit than allowed by the leave policy.
- (v) Select a sample of employees from the payroll and ensure through inspection of the provision listing whether they were included in the provision.

**Performance bonus**

a) Obtain the schedule of performance bonus payable at year-end. Determine through inspection of performance evaluation and council minutes that:

- (i) performance based bonuses were due only after an evaluation of performance of the employee against a pre-determined set of key performance indicators.
- (ii) approval of such evaluation was given by the municipal council concerned.
- (iii) recalculate the bonus payable based on the score given and the conditions and bonuses as per the signed performance agreement
- iv) Consider based on inspection of the evaluations and council minutes inspected that all bonuses due at year-end was included in the schedule.

4.24	<p><b>Other payables / Provisions (cont.)</b></p> <p><b>Long Service awards</b></p> <p>a) Obtain the basis used to calculate the provision and consider the suitability thereof.</p> <p>b) Evaluate the reasonableness of any assumptions used in the calculation of the provision.</p> <p>c) Confirm the completeness of the provision by selecting a sample of 2 employees from the payroll of the municipality that would qualify for long term service awards in future and confirm that these employees were included in the provision.</p> <p>d) Agree the balance as per the valuation report to the closing balance as per the Financial Position                      e) Agree the contribution to the provision to the Financial Performance</p> <p>f) Verify that any payments made with regard to long service during the year has been correctly allocated to the provision</p> <p><b>Provision for Post Retirement Medical Aid</b></p> <p>a) Ensure that the municipality has appointed actuarial valuers to assist them with the calculations of the provision at year end in preparation for the annual financial statements</p> <p>b) Inspect the valuator/expert report and agree the details of the valuation i.e. amount, period, to the amount disclosed in the financial statement.</p> <p>c) Verify that post retirement medical aid payments are allocated to the provision.</p> <p><b>Provision for the rehabilitation of landfill sites</b></p> <p>a) Inspect financial statements and determine whether there is provision for the rehabilitation of the landfill site.</p> <p>b) Inspect the valuator/expert report and agree the details of the valuation i.e. amount, period, to the amount disclosed in the financial statement.</p>	
4.25	<p><b>Consumer deposits</b></p> <p>a) Review the reconciliations/deposit listings for all deposit vote accounts and ensure that the opening balance on these listings agrees with the opening balance as per TB.</p> <p>b) Select a sample of 5 deposits received during the year and inspect the relevant contracts for the terms and conditions. Recalculate the amount receivable and compare it to the actual amount received as per the general ledger. Follow the receipts through to the Bank statement.</p> <p>c) Ensure that supporting documentation is available for refunds/payments made in terms of deposit reimbursements.</p> <p>d) Agree the closing balance on the deposit reconciliation to the closing balance on the Trial Balance.</p>	

4.26	<b>Finance lease liability</b> a) Review the lease register and lease agreements and verify the classification of lease agreements as finance verses operating leases. b) For Finance Leases, verify that the PV of lease payments have been calculated and disclosed in the Financial Position c) Verify that interest payments have been disclosed correctly in the Financial Performance d) Verify that the asset has been recorded on the FAR correctly. e) For operating leases that have an escalation, determine whether these leases have been straight lined and recorded correctly in the AFS.	
<b>5</b>	<b>Statement of Changes in Net Assets</b>	
5.1	Agree amounts to the trial balance	
5.2	Review balances for reasonableness.	
5.3	<b>Equity: Accumulated Surplus account</b> a) Ensure that proper working papers are maintained to support all prior year adjustments. B) Agree closing balances as per statement of net assets to Financial Position	
<b>6</b>	<b>Cash Flow Statement</b>	
6.1	Confirm the accuracy of the cash flow statement by reperformance.	
6.2	Agree amounts on the cashflow to the statement of financial performance and financial position.	
6.3	Agree the notes to the cashflow statement to the Cash Flow Statement	
<b>7</b>	<b>Budget Statement</b>	
7.1	Agree the budget statement amounts disclosed on the annual financial statements to the Council approved budget.	
7.2	Agree the adjustment budget amounts to minutes of the Council meeting.	
7.3	Review the correspondence of evidence of submission of the budget to Treasury within 10 working days after council approved the annual budget.	
7.4	Check the calculation of unauthorised expenditure, ensuring that the savings on conditional grants are taken into account	
7.5	Determine if the municipality only incurred expenditure in terms of an approved budget and within the limits of the amounts appropriated for the different votes in an approved budget. Note: Perform a comparison of budgeted expenditure to actual per vote and determine if the budgeted limits were exceeded for any vote.	
<b>8</b>	<b>Disclosure notes</b>	



8.1	<b>Contingent Liability</b> a) Review the working papers for contingent liabilities and assets to ensure the amounts disclosed appears reasonable. Compare to prior years. b) Review the contingent liability raised at year end and agree it to the legal confirmations received.	
8.2	<b>Commitments</b> a) Review the working papers for capital commitments and inspect supporting documents. b) Determine the completeness of the commitment schedule by agreeing the contract values to the contract register and schedule of tenders awarded. b) Agree expenditure incurred to the general ledger and payment certificates. c) Ensure that retentions and sureties are correctly accounted for on the commitment schedule d) Ensure correct split between capital and current, approved and not approved. e) Agree the amounts for lease commitments to working papers. Ensure the future payments are calculated correctly.	
8.3	<b>Unauthorised, irregular, fruitless and wasteful expenditure</b> a) Agree the Opening Balance as per the unauthorised, fruitless and wasteful expenditure registers to the closing balances as disclosed in the prior year AFS. b) Agree the closing balance on the register to the disclosure note in the AFS. c) Agree a sample of 5 irregular expenditure to supporting documentation, ensuring it is disclosed correctly. d) Select a sample of 5 payments and determine if the expenditure incurred is in accordance with legislation or the approved procurement policy of the municipality. If not, determined if it disclosed in the irregular expenditure register. d) Agree a sample of 2 fruitless and wasteful expenditure to supporting documentation, ensuring it is disclosed correctly e) Review the note on unauthorised expenditure, irregular, fruitless and wasteful expenditure to ensure correct disclosure. Ensure that the relevant registers are included. f) For all expenditure condoned, review the relevant council resolutions / Treasury approval.	
8.4	<b>Related party</b> Verify that all related party transactions have been disclosed via discussion with management	
8.5	<b>Correction of error, change in accounting estimate and change in accounting policy</b> a) Review the disclosure in the annual financial statements notes to ensure that all errors, accounting estimate changes and accounting policy changes are disclosed correctly.	
8.6	<b>Financial Instruments:</b> Review the financial instrument disclosure to ensure that all amounts are correctly disclosed.	

<b>9</b>	<b>GRAP Standards and Accounting Policy</b>	
9.1	Review the annual financial statements for completeness of disclosure of GRAP standards using the GRAP disclosure checklist.	
	Review the accounting policies to ensure consistency with GRAP as well as relevance to the municipality	
<b>10</b>	<b>Accounting Officer's Report</b>	
10.1	Review the Report of the Accounting Officer ensuring that the amounts disclosed on the Accounting Officer's report agrees to the financials.	

<b>11</b>	<b>General</b>	
11.1	<p>a) Review the annual financial statements and ensure that the following are included:</p> <ul style="list-style-type: none"> <li>- Report of the Accounting officer.</li> <li>- Statement of financial performance.</li> <li>- Statement of financial position.</li> <li>- Statement of changes in net assets</li> <li>- Cash flow statement.</li> <li>- Budget statement</li> <li>- Accounting policies.</li> <li>- Notes to the annual financial statements.</li> </ul> <p>b) All totals cast and cross cast.</p> <p>c) The following information is provided on all the pages of the financial statements and is correct on all the pages:</p> <ul style="list-style-type: none"> <li>- Name of the Municipality.</li> <li>- Statement heading.</li> <li>- Reporting date.</li> </ul> <p>d) The following information is disclosed prominently in the financial statements:</p> <ul style="list-style-type: none"> <li>- Presentation currency.</li> <li>- Level of rounding used in presenting amounts.</li> </ul> <p>e) The sequence of page numbers is correct and complete.</p>	

**NOTE: PRICING SCHEDULE ON THE ADVERT MUST BE COMPLETED EVEN IF YOU SUBMIT/ATTACH A SEPARATE QUOTATION TO THE DOCUMENT.**

**FORM C : PRICING SCHEDULE – FIRM PRICES**

**(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.**

Name of Bidder:..... Bid Number:.....

Closing Time:..... Closing Date:.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1.	Review of AFS	1		
2.	Review of movable and immovable asset register	1		
			<b>SUB-TOTAL</b>	<b>R</b>
			<b>VAT 15%</b>	<b>R</b>
			<b>TOTAL</b>	<b>R</b>

- **GRAND TOTAL MUST BE TRANSFERRED TO FORM OF OFFER**

- Does offer comply with specifications? YES/NO

- If not to specification, indicate deviation(s) .....

- Period required for delivery .....

\*Delivery: Firm/not firm

- Delivery basis (all delivery costs must be Included in the bid price) .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**\*Delete if not applicable**

- Period required for completion

.....

\*Delivery: Firm/not firm

- Delivery basis (all delivery costs must be Included in the bid price)

.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.