

	<h1 style="text-align: center;">EMALAHLENI</h1> <h2 style="text-align: center;">Local Municipality</h2>	P.O. BOX 3
		EMALAHLENI
		MPUMALANGA
		1035
		TEL.: (013) 690 6911
		FAX: (013) 690 6207
		E-mail: admin@emalahleni.gov.za
	eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241
		Ogies, Hoofweg Tel.: (013) 643 1027

19 July 2021

Dear Sir / Madam

### ADDENDUM FOR REQUEST FOR FORMAL WRITTEN QUOTATION ISSUED 16 July 2021

Kindly furnish me with a written quotation for the supply of the goods/services as detailed


**Enquiries: Khoza T (081 581 8706)**

ITEM DESCRIPTION	QUANTITY
Review of annual financial statements for the period ended 30 June 2021 in compliance with GRAP and other applicable regulatory reporting requirements.	

The quotation and all other documents must be submitted on the letterhead of your business, signed and not later **than 27 July 2021 @16:00**

The following conditions will apply:

- **Quotations must be submitted on the letterhead of your business and signed.**
- **Price(s) quoted must be valid for at least thirty (30) days from date of your offer.**
- **Price (s) quoted must be firm and must be inclusive of VAT.**
- **The forms MBD 1, MBD 4, MBD 6.1, MBD 8, and MBD 9 must be scrutinized, completed, signed and submitted together with your quotation.(Available on the municipal website on Supply chain documents)**
- **Municipal water and lights statement or written confirmation that municipal rates and taxes and municipal service charges of the prospective bidder and all Executive Directors of the business are not in arrears for more than 90 days from their respective municipality.**
- **Certified B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a B-BBEE sworn affidavit**
- **Company must be registered on the Central Supplier Database (CSD) of the National Treasury.**
- **Evaluation criteria-The 80/20 PPPFA system for requirements with a Rand from R30 000 to R200 000 (all applicable taxes included)**
- **For the purpose of this quotation functionality will also be considered due to the nature of the service required, please refer to table below.**

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### Functionality Criteria


- The total score of functionality/Quality will be 100 and the minimum threshold to qualify for Price and BEE evaluation is 70%. Bidders scoring less than 70% on functionality will not be considered further and will be disqualified. The remaining successful bidders will be evaluated on the 80/20 preference points system.

CRITERIA	WEIGHTING	Allocation	MAXIMUM POINTS
Experience of the business in review of GRAP compliant AFS with local Municipalities (Attach reference letters)	points per appointment letter	0 Projects=0 1 Project =5 2-3 Projects =20 4-5 Projects =30 >5 Projects=40	40
Locality	Located within Emalahleni Area	Within Nkangala District =10 Within Emalahleni Local=20 Outside Emalahleni =05	20
<ul style="list-style-type: none"> <li>Technical Expertise and Competency - Team must be led by a qualified Chartered Accountants registered with South African Institute of Chartered Accountants (SAICA) with the necessary experience(Detailed CV and proof of qualifications of a team who will be performing the review of the Annual Financial Statements must be attached)</li> </ul>	0 Point for no experience	0	30
	30 points for 10 and more years' experience	CA (SA) >10 years =30	
	20 points for 6- 9 years' experience	CA (SA) <10 years =20	
	10 points for 1-5 years' experience	CA (SA) <10 years =10	
Methodology - Detailed methodology/approach and project plan	5 points for detailed approach only	5	10
	10 points for detailed approach with project plan	10	
<b>TOTAL MAXIMUM POINTS</b>			<b>100</b>

### Disqualification Criteria

A quote will be disqualified, amongst other things, if the Supplier, any of its members, directors, partners, or shareholders:

- Does not submit any of the mandatory/standard quotation documents as required and will not qualify for evaluation on functionality.
- Is not listed on the Treasury CSD register and information is not current;

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	<ul style="list-style-type: none"> <li>• Is listed on the National Treasury restricted suppliers' database;</li> <li>• Is in the employee- of state;</li> <li>• has, in the opinion of the Emalahleni Local Municipality, attempted to exercise influence during the procurement process; or</li> <li>• Has colluded or attempted to collude with other Suppliers during the procurement process.</li> <li>• If the Service Fee bid is ambiguous or the quote is conditional.</li> <li>• If the service provider has failed to perform in any previous contracts and the proof exists</li> <li>• If the request for quotation and attached documents are not signed.</li> </ul>
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**Failure to comply with these conditions and filling of all MDB forms form may invalidate your offer.**