



Lejweleputswa District Municipality



RFQ NO: 294/05/2016 CONSOLIDATION OF 2015/2016 LEJWELEPUTSWA DISTRICT MUNICIPALITY FINANCIAL STATEMENTS

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable registered CA (Chartered Accountant)/SA (South Africa) with a minimum of 3-5 years municipal experience, extensive knowledge of GRAP and extensive knowledge of Caseware) for the consolidation of Lejweleputswa District Municipality 2015/2016 Financial Statements.

Assist with year-end closure procedures which include the review of the following:

Payroll reconciliation
Individual creditors' reconciliations
Debtors and creditors reconciliation
Depreciation calculations
Fixed Asset register
Fixed assets reconciliation between the general ledger and the asset register
VAT reconciliations to the ledger
Bank reconciliations
Grant reconciliations and register
Review of accounting file supporting the financial statements of municipality, municipal entity and consolidated financial statements
Assist the municipality with implementation of Caseware in preparation of the Annual Financial Statements
Through proper skill transfer ensure effective training of the relevant officials
Review LDM annual financial statements for the year 2015/2016;
Compile consolidated financial statements
Ensure compliance with all applicable GRAP disclosures required as per latest National Treasury/GRAP disclosure checklist
Assist management on all AGSA queries in respect of AFS

The quotation must be submitted on the letterhead of your business and must be hand delivered for the attention of Ms. Cathy Baloyi

**Lejweleputswa District Municipality,
Supply Chain Management Unit
CNR Jan Hofmeyer and Tempest Road,
Welkom
9460**

Enquiries: Mr. P.K. Pitso
Tel: (057) 391 8920

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9** can be downloaded from LDM website (www.lejwe.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Bidders must submit CK 1 or 2 or any form of registration with CPIC
- **Original Tax Clearance Certificate** or **Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo, for Exempted Micro Enterprise** must submit a Certificate issued by registered auditors or accounting officers with practice number.

**NB: No quotations will be considered from the person in the service of the state.
No late quotations will be considered.**

Closing Date: 01 June 2016 @ 16:00