



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

LOCAL MUNICIPALITY

10 AUG 2023

SUPPLY
CHAIN MANAGEMENT

File no.:

Contact Person: **KD Pharoe**

Head office

Private Bag X11 or
P.O. Box 64
LADYBRAND
9745

38 Joubert Street
LADYBRAND
9745

Tel: 051-9240654
051-9240659
051-9240655
051-9240657

Fax: 051-9240020

E-mail:
mantsopamun@xsinet.co.za

Area Offices

P.O. Box 76
TWEESPRUIT
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 24
EXCELSIOR
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5
HOBHOUSE
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA
9771

Tel: 051-9640012

Fax: 051-9640054

10 August 2023

IT APPLICATION CONTROLS TESTING INTERGRATED FINANCIAL MANAGEMENT SYSTEM AND INTERNAL CONTROL FOR MANTSOPA LOCAL MUNICIPALITY.

Specifications:

To improve compliance, operational processing of information, financial performance and reporting, Mantsopa Local Municipality would like to test several key application controls per key business processes in so far as to determine how they meet or are in compliance with key municipal Standard Chart of Accounts (**mSCOA**) legislative requirements.

You are therefore invited to submit a quotation to test systems application controls and report on the results of the testing as well as providing a list of changes that needs to be done to improve compliance, financial performance and reporting.

All correspondence to be addressed to the Municipal Manager

Functionality

A minimum of 70% must be attained to be responsive on functionality. The table below indicates the criteria for functionality.

#	Criteria	Required Document	Points Allocation	Maximum points
1.	Company relevant experience	Attach Appointment Letter or Official Purchase Order	10 points per Appointment Letter	60 points
2.	Expertise	Proof Of Registration to any relevant professional body	30 points (Attached Registration)	20 points
3.	Methodology	Operation Plan or Methodology	20 points	20 points
4.	Minimum points to attain		70 points (70%)	
5.	Maximum total points		100 points (100%)	

- All costs must be included on the quote
- The bidder must indicate delivery period on the quotation
- The bidder must fill in the MBD 4 and MBD 6.1 forms
- Forms are obtainable at Mantsopa website www.mantsopa.fs.gov.za

GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however, be awarded to bidders who have failed to submit the original tax clearance certificate.
8. This quotation will be evaluated in terms of the 80/20 preferential points system as prescribed in the Preferential Procurement Regulations of 2022.
9. **Only service providers who are in the Central database must submit the quotations.**

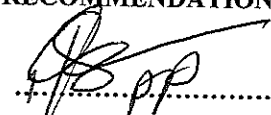
All correspondence to be addressed to the Municipal Manager

10. The successful supplier will be the one who scores the highest points.
11. NB: All service provider(s) are requested to submit a Valid BBB-EE certificate, CIPC. Certified Copy of the ID and CSD Report with the quotation on the closing dates to substantiate their claim.

Specific Goals	Points Allocation
Black owned (More than 51%)	10
Women owned (More than 51%)	5
Youth owned <35 (More than 51%)	5
Total Points	20

Enquiries on Specification Mr. TD Tshikundu @ 060 550 5355

Quotations must be submitted and delivered to the Quotation Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 17 AUGUST 2023 @12h00 the envelope must be sealed and clearly marked "IT APPLICATION CONTROLS TESTING INTERGRATED FINANCIAL MANAGEMENT SYSTEM AND INTERNAL CONTROL FOR MANTSOPA LOCAL MUNICIPALITY. Quoting reference number SCM/01/23/24 RECOMMENDATION BY THE CFO:

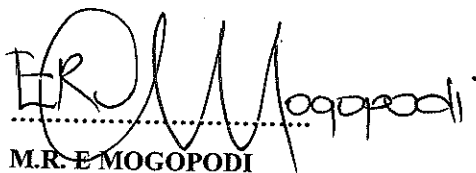

.....

T TSHIKUNDU

CHIEF FINANCIAL OFFICER

DATE: ..10/08/2023

APPROVAL BY THE MM


.....

M.R. E MOGOPODI

MUNICIPAL MANAGER

DATE: ..10/08/2023