



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 73/24/25

RENDERING OF GRAP TRAINING AND CASEWARE SUPPORT

Quotations are hereby called from suitably qualified and experienced service provider to render GRAP Training and CaseWare Support as per the following specification:

Selling of quotation document will commence **on Thursday 30th of January 2025.**
The cut-off time for selling of quotation documents is 15H00 on Wednesday,05th of February 2025.

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection service, payment of non-refundable fees of **R60.00** (inclusive of VAT)

ITEM	QTY	DESCRIPTION
1	1	<p>GRAP TRAINING AND CASEWARE SUPPORT FOR 6 MUNICIPAL OFFICIALS ON THE FOLLOWING.</p> <p>Preparation of fully GRAP compliant annual financial statements template including accounting policies1. Trial balance importing. Mapping of the trial balance. Processing of caseware journals. Year-end closure - roll forward of the file. Statement of financial position as at year-to-date. Statement of comprehensive income for the financial year Statement of changes in equity for the year. Statement of cash flows for the year. Notes to the financial statements (as required by grap) Backing up of the file</p>

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. SC. Mdletshe

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state.
- Council's Supply Chain Management Policy.
- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Service providers to complete in fully all relevant MBD's (1,4,8,9).
- Company registration document with CIPC and copies of directors ID
- A copy of the most recent municipal account in which the business is registered. District (water) Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit both for bidder and director. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Attach proof of purchase of quotation document.
- Minimum of 25 points on evaluation matrix
- Non-compliance with the above-mentioned criteria will lead to disqualification

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**RENDERING OF GRAP TRAINING AND CASEWARE SUPPORT, QUOTATION NO:74/24/25**:" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12h00, Thursday 06th October 2025**. **Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Ms. Mpume Guzana and SCM enquiries to Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 30/01/2025