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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 02/25/26

RENDERING OF GRAP TRAINING AND CASEWARE SUPPORT

Quotations are hereby called from suitably and experienced service providers to render GRAP training CaseWare support as per the following specification:

ITEM	QTY	DESCRIPTION
1	1	CASEWARE TRAINING FOR 10 MUNICIPAL OFFICIALS ON THE FOLLOWING. Preparation of fully GRAP compliant annual financial statements template including accounting policies. 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

The bidder shall be evaluated on the service of facilitation to determine the eligibility to perform this task.

No	Evaluation Matrix				Point	Means of verification	Score
1.	Experience of the Company In CaseWare training. The bidder shall furnish a list of similar events facilitation with references having details of persons to be contacted to verify the claims.				20	Traceable Reference letters or award letters /purchase orders	
	Number of events	1	2	3	4 and above		
	Points	5	10	15	20		

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

2.	Experience of the facilitator in executing similar job				20	Résumé/CV of facilitator with experience of CaseWare and has accreditation to train CaseWare fundamentals
	▪ The bidder shall furnish a CV of the facilitator with the list of similar job undertaken in last 5 years with references having details of persons to be contacted to verify the claims. The facilitator shall have a minimum of degree qualification.					
	Number of events	1	2-3	4 and above		
6.	Points	5	10	20		
	The bidder must score a minimum of 25 point to qualify to be further evaluated					

Projects deliverables

- Certificates for the training
- Training manuals

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.
- Quotations 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) that are available on municipal website.
- Company registration document with CIPC.

- A copy of the most recent municipal account in which the business is registered. District municipality (water) and 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 for both bidder and director. Failure to attach will lead to disqualification.
- Minimum of 25 points on evaluation matrix
- Proof of association between the and facilitator
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- 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: 02/25/26** and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday 22nd of July 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 relating may be directed to Mpume Guzana and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 14/07/2025