

MASILONYANA LOCAL MUNICIPALITY

Physical Address: Cnr Pienaar n Le Roux Str
Theunissen
9410

Postal Address P.O Box 8
Theunissen
9410



Our Ref:
Tel: 057 733 2841/2
Fax: 057 733 2856
cfo@masilonyana.co.za

BID INVITATION: PROCEDURE MANUALS

Masilonyane Local Municipality request proposals from suitably qualified service providers for the development of Procedure Manuals for the Division of Finance.

The procedure manual is needed for the following;

- a) Asset Management
- b) Bank Reconciliation
- c) Budgetary procedure
- d) Cash flow management
- e) Cash funds
- f) Change of ownership
- g) Creditors control
- h) Debtors control
- i) Indigent
- j) Investment
- k) Loans
- l) Petty cash
- m) Procurement Processes

Please Note:

1. Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive and cost effective.
2. The appointed service provider will also be expected to provide training to the finance officials on the finance procedure manual.

Bid reference number: 2014/07/15

Bid Documentation available from: Masilonyana Local Municipality
Cnr Pienaar and Le Roux Street
Theunissen
9410
Supply Chain Management Office

Enquiries: Mrs N Mekana
Acting Chief Financial Officer
Tel: 057 733 2841
Fax: 057 733 2856

Closing date: 07 August 2014 at 12:00 (mid-day,
On the municipal clock)

Instruction with the depositing of tenders:
Address tenders to:

S.S Mtakati
Municipal Manager
Masilonyana Local Municipality
Theunissen
9410

Tender box: Masilonyana Local Municipality
Cnr Le roux Street
Theunissen
9410

SPECIAL CONDITIONS OF A TENDER:

- The tender will be evaluated using 80/20 preference points system.
- Tender documents are available at R350.00 non-refundable cash payment.
- Tenders must be enclosed in a sealed envelope clearly stating the tender number
- All prices quoted must be VAT inclusive, except in the case of non-VAT vendors.
- No tender document will be accepted if not properly sealed and marked.
- The general conditions of contract will be applicable to this tender,
- Bids not signed by the bidder will be rejected,
- No rectification/correction fluid may be used on the document
- Bids received after closing TIME and/ or DATE will NOT be considered;
- The highest points or any bid will not necessary be accepted, and the Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof;
- Masilonyana Local Municipality reserves the right not to make any appointment.
- Tenders must be delivered personally and be placed in the Masilonyana Local Municipality's tender box. No emailed or faxed tenders will be accepted.
- No bids will be considered from persons in the service of the state.
- Please note that should you not receive any correspondence from the Municipality regarding your bid within three months after the closing date of this advertisement, you should regard your bid unsuccessful.

NON SUBMISSION OF THE FOLLOWING DOCUMENTS WILL DISQUALIFY YOUR BID

- A valid original tax clearance certificate
- Certified Copy of Company Registration Certificate reflecting names and identity numbers of active shareholding must be attached (Except for sole traders and partnerships)
- Identity documents of directors/owners/members/shareholders
- Company profile
- Municipal rates and taxes
- Any other relevant registration certificate pertaining to your industry

Mr. S.S Mtakati
Municipal Manager

