



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 109/22/23

RENDERING OF CASEWARE TRAINING

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

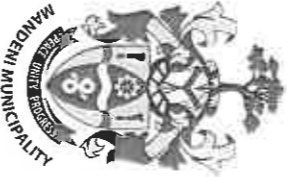
ITEM	QTY	DESCRIPTION
1	1	CASEWARE TRAINING FOR 6 MUNICIPAL OFFICIALS ON THE FOLLOWING. Preparation of fully Grap compliant annual financial statements template including accounting policies ¹ . Trial balance importing. Mapping of the trial balance. Processing of CaseWare Journals. Year-end closure - 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

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

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex-Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdlalose | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelenbe



- 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 a period of 30 days.
- Service providers to complete in full all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- Prices quoted must be firm and inclusive of VAT.
- 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. Failure to attach will lead to disqualification.
- 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 **QUOTE NO: 109/22/23 "RENDERING OF CASEWARE TRAINING"** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, 04th of July 2023. 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 Miss. Nompumelelo.Guzana@mandeni.gov.za and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.

11

MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 28/06/2023