

éDumbe Municipality

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

DATE: 04 August 2021

RE - ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION BID NUMBER FWPQ 01/2021/22 CONDUCT FORENSIC INVESTIGATION ON UIFW EXPENDITURES

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

éDumbe Municipality wish to invite formal quotations for the **CONDUCT FORENSIC INVESTIGATION ON UIFW EXPENDITURES** - as detailed on the attached list:

Interested companies should place their formal written price quotation in a sealed envelope marked of **CONDUCT FORENSIC INVESTIGATION ON UIFW EXPENDITURES, FWPQ 01/2021/22** in the Tender Box at Reception Area of éDumbe Municipality Offices before **Thursday, 12 August 2021 at 12H00.**

The following conditions will apply:

- Price quoted must be firm and valid for at least 30 days from date of your offer.
- Payments of valid Tax Invoices are made in 30 days from date of Receipt.
- A valid tax clearance certificate must be submitted.
- An original certified BBEE certificate must be submitted
- Registered companies with both Municipal database and Central Supplier Database.
- CSD compliance assessment report will be utilized to verify your tax matters.
- Complete MBD4, MBD 6.1, MBD 8 and MBD9 forms (on website www.edumbe.gov.za)
- Company registration certificate must be submitted
- The successful provider will be the one scoring the highest points
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000)
- No quotation will be considered from people in the service of the state.
- No award will be made to a person whose tax affairs are not in order.
- Your quotation should be itemised to allow us to negotiate where possible.

General Enquiries: Bonisani Buthelezi at buthelzibw@edumbe.gov.za

Yours faithfully


J.F.K KHUMALO

Acting Municipal Manager

REQUEST FOR QUOTATION - INVESTIGATION OF UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL (UIFW) EXPENDITURE

1. INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified service provider to investigate the eDumbe Local Municipality's 2019 – 2020 Unauthorised, Irregular, Fruitless and Wasteful (UIFW) expenditure in line National Treasury MFMA Circular No 68 Municipal Finance Management Act No. 56 of 2003.

2. INTRODUCTION

The eDumbe Local Municipality incurred UIFW expenditure in the 2019/2020 financial year. The MFMA Circular No 68 provides clarity on the procedures to be followed when dealing with UIFW expenditure as defined in section 1 of the Municipal Finance Management Act (MFMA) No. 56 of 2003.

3. SCOPE OF WORK / SERVICE DESCRIPTION:

The investigation scope of work covers the following:

- a. Investigate expenditure transactions that led to the UIFW expenditure.
- b. Determine / identify the root causes that led to the UIFW expenditure transgressions.
- c. Determine whether the Municipality has suffered any financial loss due to the UIFW expenditure.
- d. Identify any breakdown in the designed internal controls and recommend remedial intervention.
- e. Identify the employee/s responsible for the UIFW expenditure.
- f. The project must to be completed in thirty (30) calendar days.

4. DELIVERABLES

An investigation report with findings and recommendations to the Municipality.

5. TERMS AND CONDITIONS

The following terms and conditions apply:

- a. Registered on Central Suppliers Database (CSD) attach proof of Registration.
- b. Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit.

- c. MBD 4, 8 & 9.
- d. Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or; Attach valid lease agreement if the company is leasing the office space; Attach a valid lease agreement if the director is leasing accommodation
- e. Attach affidavit if the account is under your parents, siblings, grandparents and you are not paying any Municipal rates; Copy of a marriage certificate if Municipal account in under your spouse

6. EVALUATION CRITERIA - FUNCTIONALITY

Minimum threshold (70% or 70 Points)

	Evaluation Matrix	Points %	Means of Verification
1.	<p>Company Experience in investigations: 3 or more investigations = 5 points 1 to 2 investigations = 3 points</p>	5	Investigation Reference letter accompanied by Appointment Letters or Purchase Orders
2.	<p>Team Qualifications and Public Sector Experience:</p> <p>Project Leader CA(SA) = 10 points 10 years in auditing/investigations = 10 points</p> <p>Team Member 1 CGAP = 10 points 7 years in auditing/investigations = 10 points</p> <p>Team Member 1 CFE = 10 points 7 years in auditing/investigations = 10 points</p>	60	Detailed CVs, Certified Copies Professional Qualifications and Membership Certificates
3.	<p>Academic Qualifications of Personnel: Team Leader</p>	30	Certified Copies of Academic Qualifications

	Post Grad in Accounting/Auditing = 10 points Team Member 1 Post Grad in Accounting/Auditing = 10 points Team Member 2 Post Grad in Accounting/Auditing/Forensic = 10 points		
4.	Methodology/Approach: Detailed Approach with activities and timelines	5	Written Methodology/Approach

Only service providers scoring 70% or more will be further evaluated for price and BEE

7. PRICE AND B-BEE

Points for this bid shall be awarded for:

- a. Price; and
- b. B-BEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

- a. **POINTS PRICE 80.**
- b. **B-BEE STATUS LEVEL OF CONTRIBUTOR 20.**
- c. **Total Points 100.**