

# *eDumbe Municipality*

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



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edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**DATE: 24 JUNE 2024**

## **RE-ADVERTISEMENT**

### **INVESTIGATION OF UIFW EXPENDITURE FWPQ01/2024/25**

#### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

Kindly send us a formal written price quotation for the investigation of UIFW Expenditure as at 30 June 2024 - as detailed on the attached scope of work:

Interested service providers should place their formal written price quotation in a sealed envelope marked of **INVESTIGATION OF UIFW EXPENDITURE- FWPQ01/2024/25** in the Tender Box at Reception Area of eDumbe Municipality Offices before **Monday, 08 July 2024 at 12H00**.

**The following conditions will apply:**

- Price quoted must be valid for at least 30 days from date of your offer.
- Price quoted must be firm and must be inclusive of VAT.
- A Investigation Report must be ready by the 31th of July 2024.
- A valid tax pin must be submitted.
- All returnable documents for claiming specific goals points must be attached to the quotation.
- The bidder must be registered with Central Suppliers Database
- Complete MBD 1, MBD4, MBD 6.1, MBD 8 and MBD9 forms must be attached.
- Company registration certificate must be submitted
- The successful provider will be the one scoring the highest points in terms of PPPFA
- 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)
- Company profile with relevant experience

***NB: No quotation will be considered from people in the service of the state and your municipal rates and taxes must not be in arrears for more than 90 days***

Failure to comply with these conditions will invalidate your offer. The municipality reserves the right not to appoint. **General Enquiries:** Bonisani Buthelezi

Yours faithfully

  
Mr JFK Khumalo  
Municipal Manager

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## ADVERTISEMENT

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#### The following conditions will apply:

- Price quoted must be valid for at least 30 days from date of your offer.
- Price quoted must be firm and must be inclusive of VAT.
- A Investigation Report must be ready by the 15th of July 2024.
- A valid tax pin must be submitted.
- All returnable documents for claiming specific goals points must be attached to the quotation.
- The bidder must be registered with Central Suppliers Database
- Complete MBD 1, MBD4, MBD 6.1, MBD 8 and MBD9 forms must be attached.
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Yours faithfully

**Mr JFK Khumalo**  
**Municipal Manager**

## **1. INTRODUCTION**

eDumbe Local Municipality invites suitably qualified service providers with proven track record in the investigation of UIFW Expenditure in the Municipal environment. The main objective of the project is to assist the Municipality to make recoveries where necessary or otherwise write off the expenditure as irrecoverable

The key deliverables for the project are as follows;

- i. Investigation report,

## **2. EVALUATION SYSTEM**

This quotation will be evaluated in two stages

Stage 1: Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain minimum passing score of 60% in order to proceed to stage 2 of the bidding process.

### **2.1 PROVEN TRACK RECORD (20 POINTS)**

Bidders must submit four (4) signed reference letter(s), in an institution's letter head, and the letter must include contact details for similar projects undertaken and points will be allocated as follows:

Each reference letters will score 5 points

### **2.2 KEY PERSONNEL (15 POINTS)**

Bidders must attach CV's and qualifications of personnel that will be involved in the project team. The project team will comprise of the Registered Accountant as a Project Leader and Consultant with Accounting qualification and experience in accounting environment. Points will be allocated in an exclusive approach as follows:

#### **Project Team**

- 10 Points for Chartered Accountants with 10 years 'experience will receive 10 points
- 5 Points for Consultant with at 5 years experience

## **TERMS OF REFERENCE FOR THE IRREGULAR FRUITLESS EXPENDITURE INVESTIGATION**

The scope of engagement encompasses detailed review of roots causes and deviation from the set internal control and processes that resulted to Irregular. The assessment also includes review of the adequacy and effectiveness of the SCM policy and internal controls that were put in place by management in order to ensure overall compliance with the Supply Chain Management Regulation.

### **The extent of review to include the following areas:**

- Review of the Supply Chain Management policy for alignment with applicable laws and regulations;
- Review of the supply management processes;
- Review of irregular expenditure as identified by both management and the office of the Auditor General;
- Review of specification, evaluation and adjudication processes in place to ensure compliance with the Supply Chain Management Policy and Procedures;
- Review of the bid committee reports;
- Review of all SCM supporting documents i.e. Requisitions, Quotations; Purchase orders, Internal Memos, Payment vouchers, Deviations and all BID documentation where applicable;
- Identify responsible official based on the set internal controls and SCM policy and processes;
- Discuss with responsible official in order to establish whether the accounting officer or official or public office bearer that made, permitted or authorised irregular acted deliberately or in a negligent or grossly negligent manner?
- Consideration for prevailing circumstances on each transaction and asses if:
  - the mayor, accounting officer or official was acting in the best interests of the municipality and the local community by making and permitting such expenditure;
  - the mayor, accounting officer or official was acting in good faith when making and permitting unauthorised expenditure; and the municipality has not suffered any material loss as a result of the action.