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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/008963/30

20 FEBRUARY 2020

THE APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF ANNUAL FINANCIAL STATEMENTS FOR A PERIOD OF THREE (3) FINANCIAL YEARS

BID NO: ANDA 12/2019/2020

DESCRIPTION OF BID

Alfred Nzo Development Agency invites all interested Service Providers to submit proposals for the **appointment of a service provider for provision of Annual Financial Statements for a period of three (3) financial years.**

Alfred Nzo Development Agency SOC LTD requires services of a competent Service Provider with a vast experience and knowledge of preparing and reviewing GRAP compliant Annual Financial Statements of a municipality or a municipal entity.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING COMPULSORY SUBMISSIONS

- All bids submitted should remain valid for a period of **90 days after** the bid closing date.
- Valid SARS pin number confirmation certificate to be included.
- The Bidder must be registered for VAT
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. the bidders' attention is drawn to Form MBD 6.1. **Failure to submit will result in zero points score for BBBEE status level**
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement format
- Letter of good standing from the Bank for all the tender price below R10 million

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- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
- Latest Audited Financial Statements for any tender price over R10 million
- Bids received after the published closing date will not be considered and will not be opened
- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.
- **All bidders should complete MBD 1, MBD 4, MBD 8, MBD9 (MBD's can be downloaded under the ANDA website www.anda.org.za)**
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

EVALUATION CRITERIA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 of 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Bids will be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Price and B-BBEE Points

Only bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION - FUNCTIONALITY	
Functionality	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION- PRICE &PREFERENTIAL POINTS	100
B-BBEE POINTS	20
Price	80

Breakdown for Functionality:

PREVIOUS EXPERIENCE	Weighting
Company Experience with respect to similar projects Traceable record for successful completion of a minimum of 06 or more projects of AFS for a Municipality or Municipal Entity (Attach Appointment Letter and Reference Letter)	30

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indicating project was completed successfully and timeously)	
Traceable record for successful completion of a minimum of 04 but not more than 05 Projects of AFS for a Municipality or Municipal Entity (Attach Appointment Letter and Reference Letter indicating project was completed successfully and timeously)	20
Traceable record for successful completion of a minimum of 02 but not more than 03 Projects of AFS for a Municipality or Municipal Entity (Attach Appointment Letter and Reference Letter indicating project was completed successfully and timeously)	10
Traceable record for successful completion of 01 project of AFS for a Municipality or Municipal Entity (Attach Appointment Letter and Reference Letter indicating project was completed successfully and timeously)	5
Traceable record for successful completion of 0 project of AFS for a Municipality or Municipal Entity (Attach Appointment Letter and Reference Letter indicating project was completed successfully and timeously)	0
Maximum Weighting	30

Company Experience with respect to similar projects	Weighting
Traceable record for successful completion of a minimum of 02 or more AFS projects for Municipality or Municipal Entity with an improved audit opinion (Attach Appointment Letter And related Audit Outcome)	20
Traceable record for successful completion of a minimum of 01 AFS project for Municipality or Municipal Entity with an improved audit opinion (Attach Appointment Letter And related Audit Outcome)	10
Traceable record for successful completion of less than 01 AFS project for	0

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Municipality or Municipal Entity with an improved audit opinion (Attach Appointment Letter and Audit Outcome)	
Maximum Weighting	20

CAPACITY AND EXPERTISE	WEIGHTING
Experience of key staff assigned to the contract	40
Team members Team leader must be a Chartered Accountant (CA) registered with South African Institute of Chartered Accountants (SAICA) with 15 years experience as a registered CA. Attach CV and proof of registration in order to claim points.	20
4 Team members must have minimum of Honours Degree or Post Graduate Qualification (NQF Level 8) in Commerce majoring in: <ul style="list-style-type: none"> - Accounting, Auditing / Finance or equivalent, coupled with a minimum of 5 years practical experience in preparing of Annual Financial Statements in local government sphere. Attach CV in order to claim points. 	20
Maximum Weighting	40
Professional Registration	
4 Team Members proposed above as part of the project team to be registered with relevant Professional Body. NB: Attach proof Professional Registration Body / Certificates in order to Claim points.	10
Maximum Weighting	10
Total Maximum Weighting	50

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TENDER PUBLICATION

Tender documents and Terms of Reference will be available **from 21 February 2020** at Reception, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Mount Ayliff on payment of a non-refundable fee of R1 000.00 (vat inclusive) per document and attach deposit slip when submitting the Tender Document. Reference must be the company name. Direct Electronic Transfer should be made into **Alfred Nzo Development Agency's Account at FIRST NATIONAL BANK. Account no: 62215290355, Branch code 250035 and proof of deposit is required upon collection of the tender document. No cash will be accepted.**

To receive copies via email after payment, kindly send an email to makhatham@anda.org.za to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

CONDITIONS

All goods and services will be made through official order form/ letter of appointment. Therefore, no goods must be delivered or services rendered before an official order/ letter of appointment has been forwarded and accepted by the successful bidder.

- All prices quoted must be inclusive of VAT. Suppliers who are not registered for VAT will be treated as non-VAT Vendors.
- Price quoted must include all charges including delivery and other disbursements.

CLOSING DATE

Bid document including all relevant documentation in a sealed envelope, marked **THE APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF ANNUAL FINANCIAL STATEMENTS FOR A PERIOD OF 3 FINANCIAL YEARS; ANDA 12/2019/2020**, must be deposited in the bid tender box at Alfred Nzo Development Agency, ERF 1400, Ntsizwa Street, Umzimvubu Goats Complex, Mount Ayliff not later than **12h00pm** on the **23rd of March 2020** where bids will be opened in public.

Late, incomplete, electronic, telegraphic, telexed and faxed bids will not be considered.

Enquiries should be directed to CFO, Mr Bam at 039 492 0011/ 060 960 9673 or may be directed to Finance Manager, Ms Mketsu at 039 492 0011 / 076 402 9306, email mketsuz@anda.org.za

Prospective partners are invited to submit one or more proposals for consideration by the Agency. ANDA reserves the right to accept wholly or partially or to reject bids submitted.



Ms. M. Bambeni

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Chief Executive Officer

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