



TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

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Fax: 086 539 3183
E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 68 OF 2013/2014
SERVICES TO PERFORM A PRE-AUDIT OF PERFORMANCE INFORMATION FOR
2013/14 FINANCIAL YEAR**

Formal written price quotations are hereby requested from competent and reputable service providers to perform a pre-Audit on Performance Information.

SCOPE OF THE PRE-AUDIT WILL INCLUDE AT MINIMUM

1. Review of Key Performance Indicators & Targets in the IDP to ensure that they meet the SMART Principle;
2. Review of the alignment of objectives, indicators and targets in the IDP, SDBIP and Midyear Performance Reports;
3. Review compliance with FMPPI;
4. Review the effectiveness of the performance information reporting system in place;
5. Verify the accuracy of the actual achievements reported during the financial period 2013/14 against the supporting documentation;
6. Report to management on findings identified in the pre-audit of performance information and make recommendations;
7. Prepare a Performance information audit file for Auditor General for the 2013/14 financial period; and,
8. Skills Transfer to Municipal Staff.

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than, 15th of **May 2014** before **12H00**.

The following terms and conditions shall apply:

1. Quotations must be in the letterhead of the Prospective Service Provider.
2. Service must be made in Bultfontein Head Office.
3. No quote will be accepted without Valid Tax Clearance Certificate.
4. BBBEE Certificate must be submitted (if not already submitted to the municipality with application to be on database of suppliers). Should BBBEE Certificate not be submitted, no preference points may be claimed in this regard.
5. Prices on quotations must be valid for 30 (thirty) days from the closing date.
6. No Payment will be made (in Full or Partially) prior to Service of performance of pre-audit on performance Information has been done and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
7. Non-adherence to any of the conditions may lead to your quotation not to be considered.
8. Prospective Service Providers must provide a list of references where similar work has been undertaken.

Quotations will be deemed to include all the above procedures unless otherwise indicated.

All enquires to be directed to **Mr. Mmile** at **051 853 1111**.

A handwritten signature in black ink, appearing to read 'Lefa Moletsane', with a circular stamp containing the initials 'E.S.' to the left.

Lefa Moletsane

Chief Financial Officer

09-05-2014