TENDER NO: TLM 06/2020/21: COMPILATION OF GRAP, CIDMS AND MSCOA COMPLIANT ASSET REGISTETR FOR THREE YEARS

CLOSING TIME: 12:00

CLOSING DATE: 15 JUNE 2021

Proposals are hereby invited from Businesses and Individuals for submission of proposals for the Compilation of GRAP, mSCOA and CIDMS compliant Fixed Asset Register for a period of 3 years.

Proposals must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the bid request. Enquiries pertaining to the specifications can be addressed to Mr. Elrie Mouton or Mr. R Shuping at telephone (053) 203 0005/8. A set of tender documents is available at the municipality at Church Street, Hopetown, and can be obtained at R500.00 per set.

Fully completed documents must be placed in a sealed envelope and placed in the tender box in the Foyer at the Thembelihle Local Municipal offices corner of Mark and Church Streets, Hopetown, not later than the time and date stipulated or be mailed to reach the Tender Box, Thembelihle Local Municipality, P/Bag X3, Hopetown, 8750, before the specified closing date and time. The envelopes must be endorsed clearly with the number, title, bidder's name and closing date and time of the tender as above.

The tenders will be evaluated on Functionality and the 80/20 Preference Points system as prescribed by the Revised Preferential Procurement Policy Framework of 2017.
The tender box will be emptied just after 12:00 on the closing date as above, thereafter all bids will be opened in public.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

Pre-qualification: Only bidders with a BBBEE Level 1 status can apply.

It is expected of all Bidders who are not yet registered on the Municipality's Accredited Supplier Database and on the CSD to register without delays. The Municipality reserves the right not to award bids to Bidders who are not registered on the CSD.

Mr MR Jack
Municipal Manager

1. Scope of Work

The successful service provider is expected to prepare the 2020/21, 2021/22 and 2022/23 financial year asset registers for all movable and immovable assets (including Heritage; Intangible; Land and Investment Property assets) in compliance to the GRAP accounting standards and mSCOA requirements.

The scope of work is as follows;

- Obtain and review the existing Property, Plant & Equipment (PPE) assets register and ensure correctness and completeness thereof in line with the relevant GRAP standards.
- Gather and analyses available supporting documentation of previous years' audits and list audit findings related to assets and actions to be followed to address the findings.
- Define asset classification at component level as per mSCOA hierarchy.
- Annually verify all immovable assets.
- Annually verify all movable assets (inventory list to be provided for every office) and compilation of the list of redundant assets for disposal.
- Document condition assessment assumptions for all assets.
- In line with the provisions of the GRAP standards, review the expected useful lives (EUL) and remaining useful lives (RUL) and impairments of all assets annually.
- Unbundling (componentization) of all completed infrastructure assets and any other assets of the municipality that may have been omitted from the asset register using fair value adjustment method.
- Spatially link all assets into Geographic Information System in Planet GIS format (as currently used by Municipality);
- Acquire deeds of all properties in the municipal jurisdiction area to update land and investment property register
- Comparison between the deeds office information obtained, FAR & valuation roll.
- Preparation of reconciliations between FAR and general ledger
- Prepare investment properties register in accordance with the requirements of GRAP
- Perform assessment and disclosure for Heritage Assets;
- Annually update work in progress register (WIP) and all supporting schedules and invoices.
- Prepare asset appendixes as per the prescribed Annual Financial Statements format.
- Annually review and update the asset management policy to ensure GRAP compliancy and
- Provide the supporting documents and the methodology used for all the adjustments made to Land & Asset Management Policy and Asset Register.
- Prepare methodology documentation and present to Auditor General.
- Assist the municipality with responding to audit queries related to assets; and
- Transfer of skills to municipal resources.

2. Functionality Assessment

Functionality will be assessed and scored on the following criteria:

Criteria	Maximum Points Claimable

1. **Experience & qualifications of the project team**
• **CA(SA) with FAR compilation experience (15 points)**
 	
    o 1-2 years :5 points
 	
    o 3-4 years :10 points
 	
    o 5 years+: 15 points
	15

• **Professional Engineer (ECSA registered) with FAR compilation experience (15 points).**
 	
    o 1-2 years: 5 points
 	
    o 3-4 years: 10 points
 	
    o 5 years+: 15 points
	15

• **Professional property valuer registered with the South African Council for the Property Valuers Profession – SACPVP (15 points)**
 	
    o 1-2 years: 5 points
 	
    o 3-4 years: 10 points
 	
    o 5 years+: 15 points
	15

• **Asset Management Specialist registered with the Southern African Asset Management Association as Senior Asset Management (CSAM) (15 points)**
 	
    o 1-2 years: 5 points
 	
    o 3-4 years: 10 points
 	
    o 5 years+: 15 points
	15

2. **Reference** • **Contactable reference letters for projects completed in the last three years (20 points)**	**20**

o 1-2 projects completed : 5 points o 3-4 projects completed: 15 points o 5+ projects completed: 20 points	

3. **Methodology and implementation:**
 	
 • Detailed Methodology clearly describing the approach to be followed in relation to the scope of work (15 points)
 	
     o Poor: 0 points
 	
     o Average: 5 points
 	
     o Good: 10 points
 	
     o Excellent: 15 points
 	
 • Project implementation plan with timeframes for each activity and milestone (15 points)
 	
     o Poor: 0 points
 	
     o Average: 5 points
 	
     o Good: 10 points
 	
     o Excellent: 15 points
	15
	
	 15

A minimum of 82.5 (75%) points need to be scored on functionality to be further evaluated.
Total points: 110.