

Kareeberg



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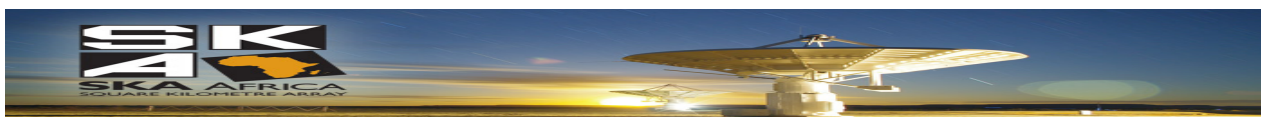
Munisipaliteit / Municipality

(Carnarvon, Vanwyksvlei, Vosburg)

QUOTE RFQ 9/2024: REQUEST FOR FORMAL WRITTEN PRICE:

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER:

1. UPDATE AND BALANCE INVESTMENT REGISTER FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
2. UPDATE AND BALANCE GRANTS REGISTER FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
3. UPDATE AND LIST TENDER REGISTER TRANSACTIONS NOT DONE FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
4. UPDATE AND BALANCE INCOME FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
5. POST EXPENDITURE TRANSACTIONS ON SEPARATE SYSTEM AND THEN UPDATE AND BALANCE EXPENDITURE FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
6. ASSIST WITH THE BALANCING AND CAPTURING OF THE BALANCES FOR THE BEGINNING OF THE FINANCIAL YEAR
7. ASSIST WITH THE LEVIES OF THE OTHER INCOME TRANSACTIONS EG. COMMONAGE
8. ASSIST WITH THE BALANCING AND THIRD PARTY PAYMENTS OF THE SALARIES FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.
9. COMPILE MISCELLANEOUS DEBTORS REGISTER AND CHECK PAYMENTS DONE FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023
10. ASSIST WITH THE ALLOCATION OF UNALLOCATED INCOME AND EXPENDITURE TRANSACTIONS FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023
11. ASSIST WITH THE CHECKING AND BALANCING OF THE PREPAID TRANSACTIONS FROM CONLOG ON A DAILY BASIS FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023
12. ASSIST WITH THE BANK-/CASH BOOK RECONCILIATION FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023
13. CHECK AND BALANCE MOTORREGISTRATION TRANSACTIONS AND ASSIST WITH PAYMENT FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023.



Kindly furnish **Kareeberg Municipality** with a written quotation for the appointment of Professional Service Provider: **Update and balancing of numerous financial transactions.**

The written RFQ must be delivered by hand to our offices in Carnarvon on or before 12H00, Monday 26 February 2024. No email or fax quotations will be accepted.

The following terms and conditions will apply.

- Certified copy of Municipal Account not older than 90 days or Lease Agreement
- The price quotation is expected to be within a threshold of **R 30 000 and R300 000** incl VAT.
- For this purpose, the enclosed Price Schedule must outline the different functional areas clearly.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in Preferential Policy Framework Act (No. 5 of 200) and; **where 20 points will be divided in to 10 points for BBBEE Contributor Level and 10 for Locality. Locality is subdivided into 7 points for entities who official registration address is with Kareeberg Municipal Area and 3 points Northern Cape.**
- The successful provider will be the one scoring the highest point and will not be always the lowest bidder
- The bid is subject to regulation 5 of the Preferential Procurement Regulations as amended.
- **All certified copies should not be more than three months from the date of the advertisement.**

SPECIFIC CONDITIONS OF FORMAL WRITTEN PRICE QUOTATIONS

- **All transactions as requested must be balance with the EMS-system as at 31 December 2023**

Yours truly

MF Manuel
Municipal Manager

Web 19-02-2023