

Kareeberg



Telefoon/Telephone:

(053) 3823 012

Faks/Fax:

(053) 3823 142

E-pos/E-mail:

kareeberg@xsinet.co.za

Webtuise:

www.kareeberg.co.za

Privaatsak/Private Bag K226

Hanaustraart

Carnarvon

8925

Munisipaliteit / Municipality

(Carnarvon, Vanwyksblei, Vosburg)

QUOTE RFQ 62/2023: REQUEST FOR FORMAL WRITTEN PRICE:

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER: UPDATE AND FINALISE THE AUDIT/ACCOUNTING FILE FOR THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2023

Kindly furnish **Kareeberg Municipality** with a written quotation for the appointment of Professional Service Provider: **Update and finalise the Audit/Accounting file for the Annual Financial Statements for the year ending 30 JUNE 2023**

The written RFQ must be delivered by hand to our offices in Carnarvon on or before 12H00, Wednesday 13 December 2023. 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 R200 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

1. UPDATE AND FINALISE THE AUDIT/ACCOUNTING FILE FOR THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2023

- Updating of audit file from 01 July 2022 to 30 June 2023.
- Updating and maintenance of General Ledger till 30 June 2023.
- Updating and maintenance of Cash Book till 30 June 2023.
- Updating, balancing and maintenance revenue and expenditure for the year ending 30 June 2023.
- Updating of all registers for the year ending 30 June 2023.
- Preparing and finalizing all provisions for the year ending 30 June 2023.
- Updating and maintenance of Bank reconciliations from 01 January 2023 to 30 June 2023.
- Updating, balancing and preparation of certain lead schedules for notes to AFS for the year ending 30 June 2023.

Yours truly



MF Manuel
Municipal Manager