



# MANTSOPA

## MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa )  
(As from 6 December 2000)

### Head office

Private Bag X11 or  
P.O. Box 64  
LADYBRAND  
9745

38 Joubert Street  
LADYBRAND  
9745

Tel: 051-9240654  
051-9240659  
051-9240655  
051-9240657

Fax: 051-9240020

E-mail:  
[mantsopamun@xsinet.co.za](mailto:mantsopamun@xsinet.co.za)

### Area Offices

P.O. Box 76  
TWEESPRUIT  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 24  
EXCELSIOR  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5  
HOBHOUSE  
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA  
9771

Tel: 051-9640012

File no.:8/1/8/1

Contact Person: Khotso Pharoe

10 March 2025

**INVITATION FOR QUOTATIONS –APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER TO COMPILE CREDIBLE BUDGET FOR 2025/26 FINANCIAL YEAR FOR MANTSOPA LOCAL MUNICIPALITY**

**SCOPE OF WORK FOR CREDIBLE BUDGET AND ACCURATE:**

### Overall objective - good quality Draft and Final Budget

- Best quality of 2025/2026 Budget
- Evaluate primary data strings and assist in identifying appropriate MSCOA classification per segment in accordance with applicable of MSCOA Chart,
- Alignment of primary budget data strings to the appropriate balance sheet control accounts
- MSCOA compliance analysis of primary budget data.
- Assistance in accurate reporting within required formats and as per municipal classifications.
- Evaluate secondary budget data strings and assist in identifying appropriate MSCOA classifications per segment in accordance with applicable version of MSCOA chart.
- Control secondary draft budget and final budgets on the system, in line with the municipal MSCOA requirements.
- Alignment of secondary budget data strings to the appropriate balance sheet control accounts.
- MSCOA compliance analysis of secondary budget data.
- MSCOA guidance on municipal opening balance based on Audited information available
- Guidance with VAT budgeting as per applicable MFMA and MSCOA Circulars.
- Ensure budget is in balance
- Processing of budget on system skills explanations and review.
- Budget assessment (Analytical, MSCOA, circular, etc)
- Funded budget assessment based on information available
- Ensure that budget balance sheet opening balances are captured as per MSCOA version
- Assistance in generation of the B Schedule containing financial and non-financial information, National Treasury Uploads and Verifications.
- Guidance on ADJ data strings extractions for upload on GOmuni.
- Analyzing the new MSCOA chart and adopting budget updates accordingly.
- Monitor and capture draft budget in line with MSCOA requirements
- Skills transfer and coaching to municipal employees.
- Review alignment of balance sheet budgeting on primary budgeting.
- Assist in reviewing secondary budgeting and application of collection rates to the cash flow.
- Thorough review of secondary budget alignment.
- Guidance on opening balance budgeting for 2026 and two outer years .
- Review draft and final schedule A

### Functionality

All correspondence to be addressed to the Municipal Manager

Fax: 051-9640054

A minimum of 70% must be attained to be responsive on functionality. The table below indicates the criteria for functionality.

#	Criteria	Required Document	Points Allocation	Maximum points
1	<b>PROJECT MANAGER</b> -Project Manager (No professional affiliation and no experience) (0) - Project Manager no professional affiliation but with relevant experience (05 points) - Project Manager is an accountant (PMI/AGA/SAIPA/ACCA/possess CTA) with senior level experience of less than 3 (three) years (10 points) - Project Manager is an accountant (PMI/AGA/SAIPA/ACCA/possess CTA) with senior level experience of 3 (three) to 4 (four) years (15 points) - Project Manager is a Chartered Accountant (CA)/Registered Auditor (RA)/Project Management Professional (PMP) registered and has senior level experience of five (5) years and above (20 points)	Abridged CV for the dedicated Project Manager reflecting relevant qualifications, professional affiliation, relevant experience and include certified copies of qualifications	20 points	20 points
2	<b>PROJECT TEAM</b> -No CV and qualification submitted for project team- 0.00 -Two team members with a minimum of 2 years relevant experience each and relevant professional affiliation (PMI/CA/RA/CIA/CGMA/AGA/SAIPA/ACCA/must have completed CTA) – 10 points -Three team members with a minimum of 2 years relevant experience each and relevant professional affiliation (PMI/CA/RA/CIA/CGMA/AGA/SAIPA/ACCA/must have completed CTA) – 15 points -Four team members with a minimum of 3 years relevant experience each and relevant professional affiliation (PMI/CA/RA/CIA/CGMA/AGA/SAIPA/ACCA/must have completed CTA) – (20 points)	Abridged CV for the dedicated Project Team reflecting relevant qualifications, professional affiliation, relevant experience and include certified copies of qualifications	20 points	20 points
3	<b>METHODOLOGY, APPROPRIATENESS AND IMPLEMENTATION</b> -Acceptable: Satisfies the requirements. The response shows an acceptable level of detail on how the requirements will be fulfilled; however, it lacks details – (10 points) -Good: Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. (20 points) -Excellent: Satisfies the requirements. The response is comprehensive, unambiguous and demonstrate a thorough understanding of the requirements that will be met in full. (40 points)	The bidder must present a draft project plan reflecting milestones, timeframes and resources. Proposed methodology statement and approach to conduct this project	40 points	40 points
4	<b>Minimum points to attain</b>		<b>56 points (70%)</b>	
5	<b>Maximum total points</b>		<b>80 points (100%)</b>	

**NB :**

**The bidder must provide the delivery timeframe in the quotation.  
 The appointed service provider must bring sample before final delivery.  
 The bidder is required to complete the MBD 4 Form.**

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The bidder is required to complete the MBD 6.1 Form.

If any municipal rates, taxes, or service charges owed by the bidder or its directors to the municipality are in arrears for over three months, the supplier will be disqualified.

The Forms are obtainable at Mantsopa Website [www.mantsopa.co.za](http://www.mantsopa.co.za)

### GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. The quotation must be signed by a duly authorized person. **No faxed quotation**
7. This quotation will be evaluated in terms of the 80/20 preferential points system as prescribed in the Preferential Procurement Policy Regulation of 2022.
8. **Only service providers who are in the Central database must submit the quotations.**
9. The successful supplier will be the one who scores the highest points.
10. The bidder must attach Municipal Rates and Taxes Account or Municipal Service Charges owed by the bidder or any of its directors to the Municipality or to any other Municipality other Municipality or Municipal Entity must not be in arrears more than three months. The bidders in Mantsopa Local Municipality must arrange to pay the Municipal Rates and Taxes or Municipal Service Charges if they are awarded the bid. The Lease Agreement must be accompanied by the Landlord's Municipal Rates and Taxes or Municipal Services Charges that are not in arrears for more than three months.
11. **NB: All service provider(s) are requested to submit a CSD Report or Copy of the ID's.**

#### Specified Goals for Preferential Points System

Specific Goals	Points Allocation
Black Owned (More than 51%)	10
Women owned (More than %51%)	5
Youth Owned <35(More than 51%)	5

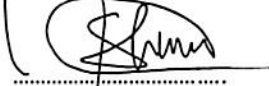
All correspondence to be addressed to the Municipal Manager

Total Points	20
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**Enquiries on Specification: Mr. Takalani Tshikundu at 060 550 5355**

Quotations must be submitted and delivered to the **Quotation Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745**, on or before **18 March 2025 @ 12h00** the envelope must be sealed and clearly marked **'APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER TO COMPILE CREDIBLE BUDGET FOR 2025/26 FINANCIAL YEAR**. Quoting reference number **SCM/FIN 15/24/25**.

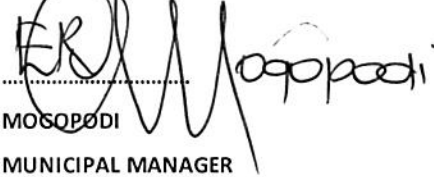
RECOMMENDATION BY THE CFO:



TSHIKUNDU

DATE: 2025/3/10

APPROVAL BY THE MM



MOSOPODI

MUNICIPAL MANAGER

DATE: 2025/3/10

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