



Open: 20th February 2013

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service providers for provision of audit in leave management for Makhuduthamaga Municipality

SPECIFICATION FOR PROVISION OF AUDIT IN LEAVE MANAGEMENT

Audit project: Leave Management Audit

The purpose of this audit is to assess the adequacy and effectiveness of internal controls relating to the administration of leaves:

Scope of work covers amongst other things the following:

1. Review of applicable policies, procedures and other information related to the processing of leaves and related management practices
2. Review the efficiency and effectiveness of the leave management system.
3. Verify the correctness of the leave gratuity.
4. Verify the authorization of leave applications.
5. Review of controls over leave management function
6. Review the monitoring of attendance registers.

BUDGETED TIME ALLOCATION

This project is allocated a total of 160 hours, and is planned to commence on 11th March 2013

Planning	30 Hours
Execution	90 Hours
Reporting	40 Hours
Total Hours	160 hours

The employer is the Makhuduthamaga Municipality represented by the Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "**provision of audit in leave management unit for Makhuduthamaga Municipality**". The closing date is **Wednesday the 27th of February 2013 at 12:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

Preference will be given to those who are registered with the Municipality's database as in terms of Section 13(i) of SCM Policy. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration, Company profile (attach appointment letters for the work done), Proof of payment of Municipal services (for both the company and the directors), Joint Venture Agreement (If any), and the certified ID copies of Directors.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). The Municipality has the right to check the validity of the certificate.

Note: All copies must be certified. The certification must not be older than three months of the closing date.

No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and the revised Preferential Procurement Regulation as amended June 2011 on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

For enquiries contact: 013 265 8600 or 013 265 1975

Supply Chain Management unit: Mr. M.A Malekana

Mrs. T.M. Mphele

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