

REF NO 8/1/R + 5/1/4
COLAB NO



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION

- 1. Q 2020/068: SUPPLY AND DELIVERY OF A3 BOARD GAMES
- 2. Q 2020/111: PRINTING, SUPPLY AND INSERTION AND DELIVERY OF A 4 PAGE, TABLOID STYLE, FULL COLOUR NEWSLETTER
- 3. Q 2020/113: ONLINE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSES (E-LEARNING)
- 4. Q 2020/114: SUPPLY AND DELIVERY OF WALL UNIT
- 5. Q 2020/117: FACILITATION AND DELIVERY OF VARIOUS VIRTUAL TRAINING COURSES
- 6. Q 2021/044: PROVISION OF HYGIENE SERVICES AT VARIOUS PREMISES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY ON A MONTH-TO-MONTH BASIS FOR THE PERIOD COMMENCING ON 01 JULY 2021
- 7. Q 2021/045: SECURITY, PATROL AND ACCESS CONTROL SERVICES AT 46 ALEXANDER STREET, 29 DU TOIT STREET AND C/O LANGENHOVEN STREET AND BIRD STREET, AS WELL AS AT PAPEGAAIRAND STREET [FIRE SERVICES], STELLENBOSCH ON A MONTH-TO-MONTH BASIS FOR THE PERIOD COMMENCING ON 01 JULY 2021
- 8. Q 2021/046: SECURITY, PATROL AND ACCESS CONTROL SERVICES AT 51 TRAPPES STREET, WORCESTER ON A MONTH-TO-MONTH BASIS FOR THE PERIOD COMMENCING ON 01 JULY 2021
- 9. Q 2021/047: SECURITY, PATROL AND ACCESS CONTROL SERVICES AT 194 MAIN STREET, PAARL ON A MONTH-TO-MONTH BASIS FOR THE PERIOD COMMENCING ON 01 JULY 2021
- 10. Q 2021/049: SHORT-TERM INSURANCE BROKER FOR DIRECTORS AND OFFICERS
- 11. Q 2021/051: MEDIA BUYING SERVICES FOR THE PROVISION OF TIME/ SPACE ON DIGITAL AND RADIO BROADCASTING MEDIA PLATFORMS
- 12. Q 2021/056: REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY WITH ADVICE

I Lorna van Niekerk hereby acknowledge receipt of the following original tender and quotation documents:
Received by [Signature] Date 01/09/2021



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Q 2021/056

**REVIEW THE ANNUAL FINANCIAL STATEMENTS AND
PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY
WITH ADVICE**

COMPANY NAME:

GIA CONSULTING AND TRAINING (PTY) LTD

POSTAL ADDRESS:

02 KLEINBOSCH STREET

HASENDAL

7580

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Financial and Strategic Support Services
Supply Chain Management

Tel: 086 126 5263

Fax: 086 688 4173

Q 2021/056
REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS
DISTRICT MUNICIPALITY WITH ADVICE

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A. QUOTATION NOTICE

Formal Written Price Quotations are hereby invited from prospective bidders to review the Annual Financial Statements and provide the Cape Winelands District Municipality with advice on all accounting and compliance matters.

Technical enquiries regarding this bid can be directed to Ronel van Rooyen at telephone no. 0861 265 263.

Documents are obtainable from the Supply Chain Management Unit of the Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch - Tel no 0861 265 263. Alternatively documents may be downloaded from the website: www.capewinelands.gov.za. → Supply Chain → View quotations and quotes → Quotations open.

All prospective bidders must ensure that they are registered and accredited on the CWDM's Supplier Database and the Central Supplier Database, prior to the closing date of the quotation.

Duly completed quotations must be enclosed in a (separate) sealed envelope and endorsed with the relevant quotation number and description on the envelope/s. The sealed quotations must be placed in the official quotations box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch, before **11h00 on Wednesday, 21 July 2021.**

HF PRINS
MUNICIPAL MANAGER



B. GENERAL CONDITIONS AND INFORMATION

Inviting of quotations by the Cape Winelands District Municipality (CWDM), all relevant bid documentation, submitting of quotations by prospective bidders, evaluation / awarding of quotations and all subsequent contractual responsibilities regarding supply and delivery of goods and/or services, will be managed in terms of and MUST comply with:-

- Chapter 11 of the Municipal Finance Management Act, 2003 (Act no.56 of 2003);
- Municipal Supply Chain Management Policy of the CWDM;
- Supply Chain Management: A guide for Accounting Officers of Municipalities (Guide for AO's);
- Any relevant Regulations / Circulars issued by the National Treasury, from time to time, and
- Any Special Conditions detailed in this Contract (SCC) – *referring to, but not limited to: paragraphs B.1. - 17. and C to P.*

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail (chapter 4.5.2.9 – Guide for AO's)

1. Acceptance or Rejection of a Quotations

The Municipality reserves the right to withdraw any invitation to quotations and/or to re-advertise or to reject any quotations or to accept any quotations in whole or part.

The Municipality does not bind itself to accepting the lowest quotations or the quotations scoring the highest points.

The Municipality reserves the right to accept more than one quotations (in the event of a number of items being offered).

2. Validity Period

The fact and action of handing in a quotation to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a quotation remains valid and available for a period of ninety (90) days, calculated from the closing date as advertised for the quotations, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the quotations during this period.

3. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form.

The Municipality reserves the right not to award quotations to prospective suppliers who are not registered on the Database.

4. Completion of Quotations Documents

The official quotations form must be completed in BLACK ink and any corrections to the official quotations form must also be made in BLACK ink and signed by the bidder.

Any quotations documents received with correction fluid (Tippex) corrections shall be disqualified.

The complete original quotations document must be returned. Missing pages will result in the disqualification of the quotations.



Any ambiguity has to be cleared with contact person for the quotations before the quotations closure.

5. Authorised Signatory

A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

6. Site / Information Meetings

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

7. Quantities of Specific Items

If quotations are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

8. Expenses Incurred in Preparation of Quotations

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the quotations.

9. Contact with Municipality after Quotations Closure Date

Bidders shall not contact the Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Municipality, it should do so in writing to the Municipality. Any effort by the firm to influence the Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

10. Opening, Recording and Publications of Quotations Received

Quotations will be opened on the closing date immediately after the closing time specified in the quotations documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.



Telexed, faxed or e-mailed quotations will not be accepted.
The quotations forms should be carefully completed and no errors will be condoned after quotations have been opened.

The Bidder will be liable to take out **forward cover** to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

11. Evaluation of Quotations

Quotations will be evaluated in terms of their responsiveness to the quotations specifications and requirements as well as such additional criteria as set out in this set of quotations documents.

12. Subcontracting

The Contractor shall not subcontract the whole of the contract.

Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

Any consent granted or appointment of a subcontractor shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

13. – Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

14. Past Practices

The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past quotations.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favours, hospitality or any other benefit in any improper way, with this or any past quotations.

15. Persons in the service of the state

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.



16. Broad-based black economic empowerment (B-BBEE) status level certificates

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies of the original, *not a photo-copy of another certified copy* thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder.

Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.

Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.

AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA (until the expiration of the period prescribed by the DTI)

Bidders who qualify as EMEs

- Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

These certificates are identifiable by a SANAS logo and a unique BVA number.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on http://www.sanas.co.za/directory/bbee_default.php.

The relevant BVA may be contacted to confirm whether such a certificate was issued.

As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:



- The name and physical location of the measured entity;
- The registration number and, where applicable, the VAT number of the measured entity;
- The date of issue and date of expiry;
- The certificate number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo;
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity. □

Registered auditors approved by IRBA

The format and content of B-BBEE Status Level Verification Certificates issued by registered auditors approved by IRBA must -

- Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo;
- Clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE;
- Reflect relevant information regarding the identity and location of the measured entity;
- Identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores;
- Record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution; and
- Reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing B-BBEE approved registered auditor to the list of all approved registered auditors. The list is accessible on <http://www.thedti.gov.za> and / <http://www.irba.co.za>.

The relevant approved registered auditor may be contacted to confirm whether such a certificate was issued.

Accounting officers as contemplated in section 60(4) of the CCA;

These certificates will be issued on the accounting officer's letterhead with the accounting officer's practice number and contact number clearly specified on the face of the certificates.

The content of B-BBEE Status Level Verification Certificates issued by accounting officers as contemplated in the CCA is detailed in paragraph 4.8.5 below.

VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.

In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential bidder to qualify as an EME.



- For example the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME is required to submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME that is regarded as a Specialized Enterprise, is required to submit a sworn affidavit confirming their annual turnover/ allocated budget/ gross receipt of R 10 million or less and level of percentage of black beneficiaries to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

ELIGIBILITY AS QUALIFYING SMALL ENTERPRISES (QSE)

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.

- A QSE with at least 51% black ownership qualifies as a Level 2 contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit confirming their annual turnover/ budget/ gross receipt of R 50 million or less and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

IN ORDER TO BE AWARDED PREFERENCE POINTS, ANNEXURE H. QUESTIONNAIRE AND ANNEXURE K. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED



17. Application

These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract may be laid down and included to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

18. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding documents and specifications.

19. Information and Inspection

The service provider shall not, without the District Municipality's prior written consent, disclose the agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the District Municipality in connection therewith, to any person other than a person employed by the service provider in the performance of the agreement. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The service provider shall permit the District Municipality to inspect the supplier's records relating to the performance of the service provider and to have them audited by auditors appointed by the District Municipality, if so required by the District Municipality.

20. Governing Language

The governing language shall be English. All correspondence and other documents pertaining to the agreement that is exchanged by the parties shall also be written in English.

21. Payments

Payments shall be made by the District Municipality within **thirty (30)** calendar days of receiving the relevant **invoice / statement provided** by the supplier.

Payment will be made in Rand unless otherwise stipulated.

22. Prices and Evaluation of bids

Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this Quotations.

The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotations, from a country dealing in currency other than that of South Africa.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING:

- Relevant specifications
- Value for money
- Capability to execute the contract
- PPPFA & associated regulations



23. Termination for default

The District Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement;

If the service provider fails to perform any obligation(s) under the contract; or

If the service provider in the judgment of the District Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract

In the event the District Municipality terminates the contract in whole or in part, the District Municipality may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the District Municipality for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

Where the District Municipality terminates the contract in whole or in part, the District Municipality may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

If a District Municipality intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the District Municipality may regard the service provider as having no objection and proceed with the restriction.

Any restriction imposed on any person by the District Municipality will, at the discretion of the District Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the District Municipality actively associated.

If a restriction is imposed, the District Municipality must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

The name and address of the supplier and / or person restricted by the District Municipality;
The date of commencement of the restriction;
The period of restriction; and
The reasons for the restriction

These details will be loaded in the National Treasury's central database of service provider or persons prohibited from doing business with the public sector.

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each

case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Termination for Insolvency

The District Municipality may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Municipality.

25. Settlement of Disputes

If any dispute or difference of any kind whatsoever arises between the District Municipality and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the District Municipality or the service provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

The District Municipality shall pay the service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

26. Applicable Law

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

27. Notices

Every written acceptance of a bid and any other notices shall be posted to the service provider concerned by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice;

The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

28. Taxes and duties

A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the District Municipality.

No contract shall be concluded with any bidder whose tax matters are not in order.

No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.



29. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the District Municipality is 4700193495.

30. Tax Clearance Certificate

A copy of a Tax Compliance Status Pin, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters are in order with SARS.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

31. Municipal Rates, Taxes and Charges

A certified copy of the **bidder's and those of its directors** municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the quotations closure date must accompany the quotations documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

33. PROTECTION OF PERSONAL INFORMATION

In submitting any information or documentation requested in this quotation document, or any other information that may be requested pursuant to this quotation, you are consenting to the processing by the Cape Winelands District Municipality or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify



the Cape Winelands District Municipality against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single letter, possibly 'A', with a long, sweeping tail.

C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

- (a) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (b) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
- (c) The General Conditions of Contract will form part of all bid documents and may not be amended.
- (d) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC will prevail

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.



- 1.12 "**Force majeure**" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "**Fraudulent practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "**GCC**" means the General Conditions of Contract.
- 1.15 "**Goods**" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "**Imported content**" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 "**Local content**" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "**Manufacture**" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "**Order**" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "**Project site,**" where applicable, means the place indicated in bidding documents.
- 1.21 "**Purchaser**" means the organization purchasing the goods.
- 1.22 "**Republic**" means the Republic of South Africa.
- 1.23 "**SCC**" means the Special Conditions of Contract.
- 1.24 "**Services**" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "**Supplier**" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "**Tort**" means in breach of contract
- 1.27 "**Turnkey**" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "**Written**" or "**in writing**" means hand-written in ink or any form of electronic or mechanical writing.



2. APPLICATION

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. STANDARDS

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

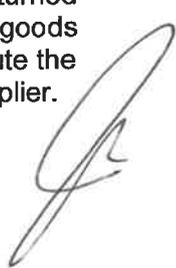
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.



7. PERFORMANCE SECURITY

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
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8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. PACKING

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. DELIVERY AND DOCUMENTS

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. INSURANCE

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. TRANSPORTATION

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. INCIDENTAL SERVICES

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.



14. SPARE PARTS

- 14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.



16.5 Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

17. PRICES

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

8. VARIATION ORDERS

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. For construction related goods, services and/or infrastructure project, contracts may be expanded or varied by not more than 20%. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. ASSIGNMENT

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. SUBCONTRACTS

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. TERMINATION FOR DEFAULT

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) The period of restriction; and
- (iv) The reasons for the restriction



These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. ANTIDUMPING AND COUNTERVAILING DUTIES AND RIGHTS

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. FORCE MAJEURE

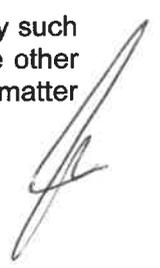
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. TERMINATION FOR INSOLVENCY

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. SETTLEMENT OF DISPUTES

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.



27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. LIMITATION OF LIABILITY

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. GOVERNING LANGUAGE

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. APPLICABLE LAW

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. NOTICES

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

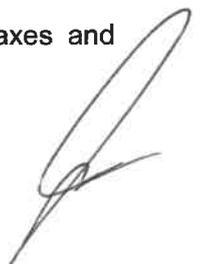
32. TAXES AND DUTIES

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.



33. TRANSFER OF CONTRACTS

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. AMENDMENT OF CONTRACTS

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. PROHIBITION OF RESTRICTIVE PRACTICES

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

The applicable **80/20** preferential points system as set out in Preferential Procurement Regulations 2017 will be used to evaluate individual quotations

Regulation R.32 of 20 January 2017 provides for a preference points system

80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)]

The points are awarded as follows:

- 80 points is awarded for the **lowest price** if it complies with the Quotations / Formal Written Price Quotation conditions.
- Additional points are awarded for attaining the **B-BBEE status level** of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



E. INVITATION TO BID - MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
Quotation number:	Q 2021/56	Closing date:	21/07/2021	Closing time:	11h00
Description	REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY WITH ADVICE				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH					
SUPPLIER INFORMATION					
Name of bidder	GPA CONSULTING AND TRAINING (PTY) LTD				
Postal address	02 STELLENBOSCH STREET, HASENDAL, 7580				
Street address	AS ABOVE				
Telephone number	Code	Number			
Cell phone number	083 607 0911				
E-mail address	justin@gpaconsulting.co.za				
VAT registration number	433 029 4952				
Tax compliance status	TCS PIN:	158 233 A31P	OR	CSD No:	MAAA099 1797
B-BBEE status level verification certificate [tick applicable box]	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no		B-BBEE status level sworn affidavit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>MA.</i>	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are you the accredited representative in South Africa for the goods / services / works offered?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [[if yes enclose proof]]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [[if yes, answer part b:3]]	
Total number of items offered	1		Total bid price	R 116 100.00	
Signature of bidder	<i>[Signature]</i>		Date	12/07/2021 12/07/2021	
Capacity under which this bid is signed	DIRECTOR				
TECHNICAL INFORMATION MAY BE DIRECTED TO:					
Contact person	Ronel van Rooyen				
Telephone number	021 888 5281				
E-mail address	ronelr@capewinelands.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewinelands.gov.za				

BASED ON EVALUATION HOURS
[Signature]

[Signature]

TERMS AND CONDITIONS FOR BIDDING – PART B

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. All bids must be submitted on the official forms provided–(not to be re-typed) or online
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. Is the entity a resident of the republic of South Africa (RSA)? Yes No
- 3.2. Does the entity have a branch in the RSA? Yes No
- 3.3. Does the entity have a permanent establishment in the RSA? Yes No
- 3.4. Does the entity have any source of income in the RSA? Yes No
- 3.5. Is the entity liable in the RSA for any form of taxation? Yes No

} N/A. J

If the answer is "no" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

**NB: failure to provide any of the above particulars may render the bid invalid.
No bids will be considered from persons in the service of the state.**

Signature(s): 
Name(s): JUSTIN COETZEE
Capacity for the Tenderer: DIRECTOR
Date: 12/07/2021



F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

1. INTRODUCTION

Quotations are hereby invited from prospective bidders to review the Annual Financial Statements and provide the Cape Winelands District Municipality with advice on all accounting and compliance matters.

2. BACKGROUND AND PURPOSE

In order to ensure that the Cape Winelands District Municipality (CWDM) maintain its current audit status and to improve the Municipality's maturity level it is imperative that a service is sourced from experts in the accounting services industry to provide advice on all accounting and compliance matters related to Local Government. The environment in which Local Government operates in terms of legislation and Accounting Standards is a changing environment and it is important to obtain accounting and opinions from other role players before or during the external audit is performed by the Auditor-General.

These accounting services will include, but are not limited to, the review of the Annual Financial Statements (AFS), review of certain areas of the fixed asset register, review of certain aspects related to Supply Chain Management (SCM) compliance and technical assistance with the Generally Recognised Accounting Practice (GRAP) accounting standards as and when required.

The emphasis will be primarily on reviewing the above mentioned matters as well as communicating the subsequent findings to management and other stakeholders within the municipality, involved with financial and accounting matters, applying analytical procedures, and evaluating the sufficiency and appropriateness of evidence obtained.

3. SCOPE OF WORK

a. THE SERVICE PROVIDER MUST ENSURE THE FOLLOWING IN RELATION TO THE ANNUAL FINANCIAL STATEMENTS (AFS):

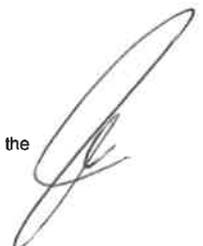
A detailed technical GRAP review, based on different levels of review¹, must be performed on the below mentioned sections to ensure accuracy and completeness, inclusive of the –

1. Statement of Financial Position
2. Statement of Financial Performance
3. Statement of Net Assets
4. Statement of Budget Comparison and Actual
5. Cash flow Statement
6. Accounting Policy
7. Notes to the Annual Financial Statements
8. Other supplementary schedules
9. Municipal Finance Management Act (MFMA) and Supply Chain Management (SCM) disclosures requirements.

¹ Level 1 – Review and tie-in of the lead schedules as provided by the municipality (incl. checking of presentation and disclosure)

Level 2 – Preparation of the lead schedules, related sub-schedules and population registers using the information provided by the municipality

Level 3 - Detailed construction of the underlying population based on all transactions/events that have occurred during the financial year using the information provided by the municipality



b. THE SERVICE PROVIDER ARE REQUIRED TO ENSURE THE FOLLOWING IN RELATION TO THE REVIEW OF THE FIXED ASSET REGISTER (FAR):

A comprehensively review of certain areas of the Municipality's FAR and all related documents must be performed to ensure GRAP and all relevant legislative compliance in order to ensure that -

1. The Fixed Asset Register is complete and accurate in terms of additions, disposals and unbundling for 2019/20 and 2020/21 financial year, inclusive of a physical verification of all additions and unbundling, where required.
2. Componentisation and classification of assets on the FAR for 2019/20 and 2020/21 financial year are complete and accurate.
3. Annual verification of assets is complete and accurate and that all assets were covered as per the Fixed Asset Register.
4. The methodology and assumptions used to determine estimated useful life, remaining useful life, residual values and proposed adjustments thereof are accurate.
5. The methodology and assumptions used to review the useful lives and residual values of all assets and their treatment thereof in terms of the relevant accounting standards are accurate.
6. The opening balances relating to the District Municipality's asset management are accurate.
7. The reconciliations between the Fixed Asset Register and General Ledger (GL) are accurate.
8. The calculation and disclosure of prior period errors and/or change in accounting estimates are complete and accurate.
9. The Work in Progress (WIP) calculations and capitalisation of WIP are complete and accurate.
10. The land and buildings owned and those that the District Municipality control in terms of the Asset Register and all new assets for 2019/20 and 2020/21 are complete.
11. The repairs and maintenance disclosure to align to the property, plant and equipment disclosure in the Annual Financial Statements are accurate.
12. All policy documents, accounting standards and business processes are aligned.

c. THE SERVICE PROVIDER IS REQUIRED TO ENSURE THE FOLLOWING IN RELATION TO THE REVIEW OF THE SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES AND DISCIPLINES:

Review of supply chain management and compliance related matters, relating to, but not limited to, deviation transactions and SCM related disclosures.

d. AS PART OF THE DETAILED TECHNICAL AFS REVIEW, THE SERVICE PROVIDER MUST CONSIDER, BUT ARE NOT LIMITED TO, THE FOLLOWING:

The AFS is based on a set of fundamental concepts that serve as accounting process guidelines and standards and therefore the following must be considered individually or in a group:

1. The applicable reporting framework
2. Standards of GRAP
3. Directives issued by the Accounting Standards Board (ASB) in terms of GRAP
4. Guidelines – be it from ASB or National Treasury or any related party
5. Interpretations of a Standards of GRAP
6. Frequently Asked Questions (FAQs) issued by ASB from time to time
7. Reference to applicable Auditor-General (AG) directives



e. SPECIAL CONDITIONS RELATING TO THE SCOPE OF WORK:

1. Provide a detailed project plan of how the review will be undertaken, inclusive of a skills transfer plan -
 - a. To be executed as per agreed upon assignment; and
 - b. For this purpose, cost estimations will be requested.
2. Provide the District Municipality with a GRAP disclosure checklist as supporting documentation to the technical review.
3. Provide the District Municipality with a technical review report of all new GRAP standards to be implemented by the District Municipality.
4. Any ad-hoc matters as determined by the Chief Financial Officer that relate to expert opinion of the accounting treatment of complex transactions or accounting methodologies, as well as compliance matters relating to SCM, and other relevant matters.
5. Provide support on-request throughout the external audit process –
 - a. To be executed as per the agreed upon assignment; and
 - b. For this purpose, cost estimations will be requested.
6. Due to the continued changes in the local government accounting standards and interpretations the bidder needs to be up to date with all standards.
7. Where possible, work can be executed remotely on a virtual platform. However, when required it will be expected for the Service Provider to be physically on site.
8. It is proposed that the team consists of a Team Leader, Manager and Junior Clerk, however bidders may propose a team whereby a Team Leader fulfils both roles as Team Leader and Manager.

4. DELIVERABLES

- a. Review of the Annual Financial Statements within mutually agreed timeframes.
- b. Review of the Annual Financial Statements in accordance with the GRAP checklist.
- c. Comprehensive review of certain areas of the Fixed Asset Register in accordance with the GRAP checklist.
- d. Review of supply chain management and compliance related matters, relating to, but not limited to, deviation transactions and SCM related disclosures.
- e. Provide inputs, comments and recommendations on findings issued by the Auditor-General within mutually agreed timeframes.
- f. Provide inputs, comments and recommendations on any ad-hoc matters as determined by the Chief Financial Officer whereby an opinion of accounting treatment of a complex transaction or accounting methodologies is required.

5. DURATION AND TIMEFRAMES

- a. The award under this bid will commence from the date when an agreement has been entered into by both parties until the successful completion of all assignments requested.
- b. Timeframes for the implementation of the Scope of Work must be mutually agreed upon between the Cape Winelands District Municipality and the successful bidder.

6. REMUNERATION

- a. Progress reports must be submitted bi-weekly in terms of hours and cost during the review process and payment will be made accordingly.



- b. Payment with regards to ad-hoc requests will be based on a quotation requested and the service provider will be remunerated after completion of such requests.
- c. Payment with regards to audit support will be made per query or when a finding has been finalised or completed.
- d. Any fees or remuneration are inclusive of Value Added Tax where applicable.

7. COVID-19 REQUIREMENTS

The service provider must adhere to all prescribed statutory protocols pertaining to Covid-19.

8. PRICING INSTRUCTIONS

- a. For proper evaluation purposes it is obligatory that the prescribed pricing schedule be completed in full and signed. Alternative and/or incomplete pricing schedules will not be accepted.
- b. The tariff per hour quoted must be inclusive of Value Added Tax (VAT) where applicable.
- c. The tariff per hour quoted must include all labour, transport, consumables, disbursements, and all related costs of rendering the accounting services, without any hidden costs.
- d. Quoted tariff per hour must be valid for the duration of the contract period.
- e. The hours in the prescribed pricing schedules are just an estimate. The District Municipality reserves the right to increase or decrease the hours at its discretion, in order to meet operational requirements

9. QUOTATION SUBMISSION

In accordance with procurement guidelines, a **two-envelope system** will be followed. The proposal **shall** therefore comprise of the following documents:

Technical Component (functionality) to be included in the first envelope

Please note that a tenderer must score a minimum number of points (71) for functionality (contained in the technical component) to qualify for further adjudication (i.e., price and preferential points)

Price (Cost) Component to be included in your second envelope

The second envelope will only be opened on achieving a minimum score of 71 for the technical submission (functionality) in first envelope.

The proposal shall be sealed in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed to the Cape Winelands District Municipality and clearly indicate the tender number, tender description, closing date and time of submission.

Both inside envelopes shall indicate your companies name and address. The first inner envelope shall be marked "Technical Proposal - functionality" and contain the Technical



Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter and Cost Component, as well as all the tender documentation required by Cape Winelands as part of any tendering process.

The following Returnable Schedules must be completed and returned with the completed bid for evaluation purposes (first envelope):

1. Schedule A: Expertise and experience of team leader
2. Schedule B: Expertise and experience of manager
3. Schedule C: Expertise and experience of junior staff member
4. Schedule D: Experience of proposed team/individual to review SCM compliance

The bidder must insert in the spaces provided in **Returnable Schedules A to D** the team members demonstrated past work experience in terms of projects related to the Scope of Work, as well as the team member's valid tertiary qualification(s).

Reference letters and certified copies of qualifications of the team members must be attached to the completed **Returnable Schedules A to D**.

Should the person(s) identified in **Returnable Schedules A to D** not be available for the position which they are indicated for the duration of the contract, then a suitable candidate with equal or superior tertiary qualifications and/or similar experience than that of the person which he/she replaces, must be submitted to the District Municipality for consideration and approval.

Listed projects with invalid or incorrect contact details and information not supplied in the format as requested below might result in no eligibility points scored in this regard due to unintentional administrative oversight.

All bids that do not comply with the submission requirements as stipulated above will be disqualified.

12. FUNCTIONALITY EVALUATION CRITERIA

The description of the functionality of (quality) criteria and the maximum number of evaluation points allocated to each is shown in the table below. The score for functionality (quality) will be the sum of the scores for the individual criteria.

Expertise and Experience of Team (maximum 129 points)

Points for demonstrated experience of the tenderer's Team that will be directly involved with this contract (if awarded) will be scored based on the information supplied by the bidder.

The CWDM define the proposed team members roles as follows:

- **Team leader**

A person who provides guidance, instruction, direction and leadership to a group of individuals for the purpose of achieving a key result or group of aligned results. The team leader must provide the overall assurance in terms of the reviews as well as assurance on technical matters.

- **Manager**

The manager executes as well as monitors and review work perform by Junior Staff Members and needs to fulfil an oversight role in terms of reaching targets. The manager is the direct link to the management of the municipality.



- **Junior Staff Member**

A person that generally has less accounting experience and works under the supervision of the manager. Reviewing and checking items that appear in the financial statements, performing tests to check financial information.

Points will be allocated according to the tables below:

CRITERIA	POINTS	MAX POINTS
<p>The team leaders' involvement as the team leader for the review or compilation of AFS, which included a FAR and SCM review</p> <p>Please note more than one sector may be selected if applicable.</p> <p><i>(CV's and Reference letters must be submitted)</i></p>	<p><u>Within the last five years (24)</u></p> <p>Local Government sector experience:</p> <p>Three completed cycles² = 10 points</p> <p>Two completed cycles = 8 points</p> <p>One completed cycle = 4 points</p> <p>Less than one cycle = 2 points</p> <p>Public sector other than local government experience:</p> <p>Three completed cycles = 8 points</p> <p>Two completed cycles = 6 points</p> <p>One completed cycle = 3 points</p> <p>Less than one cycle = 1 point</p> <p>Other sector experience:</p> <p>Three completed cycles = 6 points</p> <p>Two completed cycles = 4 points</p> <p>One completed cycle = 2 points</p> <p>Less than one cycle = 1 point</p> <p><u>Longer than 5 years ago – (8)</u></p> <p>Local Government sector experience = 5 points</p> <p>Public sector other than local government experience = 2 points</p> <p>Other sector experience = 1 point</p>	32
<p>The managers' involvement as a manager for the review or compilation of AFS, which included a FAR and SCM review.</p> <p>Please note more than one sector may be selected if applicable.</p> <p><i>(CV's and Reference letters must be submitted)</i></p>	<p><u>Within the last five years (24)</u></p> <p>Local Government sector experience:</p> <p>Three completed cycles = 10 points</p> <p>Two completed cycles = 8 points</p> <p>One completed cycle = 4 points</p> <p>Less than one cycle = 2 points</p> <p>Public sector other than local government experience:</p> <p>Three completed cycles = 8 points</p> <p>Two completed cycles = 6 points</p> <p>One completed cycle = 3 points</p> <p>Less than one cycle = 1 point</p> <p>Other sector experience:</p> <p>Three completed cycles = 6 points</p>	32

² A cycle is from the end of the financial year until the external audit are finalized.

	<p>Two completed cycles = 4 points</p> <p>One completed cycle = 2 points</p> <p>Less than one cycle = 1 point</p> <p><u>Longer than 5 years ago – (8)</u></p> <p>Local Government sector experience = 5 points</p> <p>Public sector other than local government experience = 2 points</p> <p>Other sector experience = 1 point</p>	
<p>Junior staff members' experience in assisting with the review or compilation of AFS.</p> <p>Please note more than one sector may be selected if applicable.</p> <p><i>(CV's and Reference letters must be submitted)</i></p>	<p><u>Within the last five years (24)</u></p> <p>Local Government sector experience:</p> <p>Three completed cycles = 10 points</p> <p>Two completed cycles = 8 points</p> <p>One completed cycle = 4 points</p> <p>Less than one cycle = 2 points</p> <p>Public sector other than local government experience:</p> <p>Three completed cycles = 8 points</p> <p>Two completed cycles = 6 points</p> <p>One completed cycle = 3 points</p> <p>Less than one cycle = 1 point</p> <p>Other sector experience:</p> <p>Three completed cycles = 6 points</p> <p>Two completed cycles = 4 points</p> <p>One completed cycle = 2 points</p> <p>Less than one cycle = 1 point</p> <p><u>Longer than 5 years ago – (8)</u></p> <p>Local Government sector experience = 5 points</p> <p>Public sector other than local government experience = 2 points</p> <p>Other sector experience = 1 point</p>	32
<p>Supply Chain Management review:</p> <p>Proposed team/individual's experience in the review of SCM compliance</p> <p><i>(CV's and Reference letters must be submitted)</i></p>	<p><u>Within the last five years</u></p> <p>Local Government = 10 points</p> <p>Public sector other than local government = 6 points</p> <p>Other = 2 point</p> <p><u>Longer than 5 years ago (5)</u></p> <p>Local Government = 5 points</p> <p>Public sector other than local government = 2 points</p> <p>Other = 1 point</p>	15

Team Leader's highest Qualification <i>(Certified copies of qualification and academic records must be submitted)</i>	Chartered Accountant = 10 points	10
	Postgraduate Diploma with Financial accounting or equivalent to NQF level 8 = 8 points	
	Degree with Financial Accounting level 3 or equivalent to NQF level 7 = 4 points	
	Other relevant qualification NQF level 6 or lower = 1 point	
Manager's highest Qualification <i>(Certified copies of qualification and academic records must be submitted)</i>	Chartered Accountant = 5 points	5
	Postgraduate Diploma with Financial accounting or equivalent to NQF level 8 = 3 points	
	Other relevant qualification NQF level 7 or lower = 1 point	
Junior staff member's highest Qualification. <i>(Certified copies of qualification and academic records must be submitted)</i>	Degree with Financial Accounting level 3 or Equivalent to NQF level 7 = 3 points	3
	Other relevant qualification NQF level 6 or lower = 1 point	

The minimum score for functionality is 71. Bid offers which score less than the minimum score of 71 for functionality will be rejected.

The estimated hours are reflected in the table below and will only be relevant for evaluation purposes

DESIGNATION	ESTIMATED HOURS <i>(for evaluation purposes only)</i>
Team leader	23
Manager	65
Junior staff member	110
Any other member (e.g. SCM)	30

13. AWARD

The award will be made on a tariff per hour for each of the team member.



G. FORM OF OFFER

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a Contract in respect of the following works:

Q 2021/056: REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY WITH ADVICE

The bidder, identified in the offer signature block, has examined the documents listed in the quotation data and addenda thereto as listed in the quotation schedules, and by submitting this offer has accepted the Conditions of Formal Written Price Quotation.

By the representative of the Formal Written Price Quotation, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Formal Written Price Quotation offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the Conditions of Formal Written Price Quotation, whereupon the bidder becomes the party named as the Service Provider in the Conditions of Contract.

For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted

DESIGNATION	ESTIMATED HOURS (for evaluation purposes only)	TARIFF PER HOUR
Team leader	20	R 10 000 FREE JC
Manager	60	R 10 000 850 JF
Junior staff member	88	R 10 000 450 BWE JF
Any other member (e.g. SCM)	30	R 10 000 850 JF

Signature(s):



Name(s):

JUSTIN COETZEE

Capacity for the Bidder:

DIRECTOR

Name of organization:

GPA CONSULTING AND TRAINING (PTY) LTD

Name and Signature of Witness:

ANDICE MOUNOUMI



Date: 12/6/2021



H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Bidders offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the Formal Written Price Quotation data and any addenda thereto as listed in the Formal Written Price Quotation schedules as well as any changes to the terms of the offer agreed by the bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the bidder (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

ACCEPTANCE (to be completed by the Cape Winelands District Municipality)	
Q 2021/056: REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY WITH ADVICE	
 Ms. F.A. du Raan-Groenewald Chief Financial Officer: Financial and Strategic Support Services <i>Director BTO</i>	 Date
 Me. E Niemand Witness	 Date

I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	Voornaam / First name / Amagama	ID Nr./No. Inombolo	State Employee Number
PRETORIUS	GARTH	820709 5086084	---
COOPERIUS	JUSTIN	880701 5095086	---

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (Act 53 of 2003)

<p>LW! Om Voorkeerpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgelê word <u>tesame</u> met die MBD 6.1 Eisvorm vir punte.</p>	<p>NB! To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card <u>must</u> be submitted <u>with</u> the MBD 6.1 Claim Form.</p>	<p>QAPHELA! Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, <u>kufuneka</u> ukuba isicelo sakho sekopi eqinisekisiweyo ye Balanced Broad-Based Black Economic Empowerment Score Card <u>ihambe</u> kunye nefomu eyi MBD 6.1 Claim Form.</p>
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Vir meer inligting besoek: / For more information please visit: / Inkcukach ezithe vetshe uzakuzifumana aph:

The Department of Trade and Industry: <http://bee.thedti.gov.za/>
 South African National Accreditation System: <http://www.sanas.co.za/directory.php>
 Independent Regulatory Board of Auditors: <http://irba.co.za/index.php>

Besigheid of persoon se naam:- / Business or person's name:- / Igama leshishini okanye lomntu

- **1.** Persentasie aandeelhouding van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **ras**.
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobuhlanga**.

100%
- 2.** Persentasie aandeelhouding van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **geslag**.
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokwesini**.

0%
- 3.** Persentasie aandeelhouding van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **gestremtheid**.
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**.

0%
- 4.** Persentasie aandeelhouding van persone geklassifiseer as **jeug**. (18 – 35 Jaar oud).
 Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 Years old)
 Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba **lulutsha** (18 – 35 Yeminyaka)

50%
- 5.** Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit? In / Uit
 Is your business established within the area of jurisdiction of the District Municipality? In / Out
 Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili? Ngaphakathi / Ngaphandle

In/Ngaphakathi
 Uit/Out/Ngaphandle
- 6.** Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee
 Do you make use of local labour (job creation)? Yes / No
 Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi

Ja/Yes/Ewe
 Nee/No/Hayi

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J. DECLARATION OF INTEREST – MBD 4 B

(On behalf of the company and its directors/ members/ trustee's/ principle shareholders²)

1. No bid/database registration will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid/database registration. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/database registration in respect of owners/shareholders² of the company.

3.1	Full Name of bidder or his or her representative	GPA CONSULTING AND TRAINING (PTY) LTD
3.2	Identity Number (person submitting this declaration)	890701 5095 086
3.3	Position occupied in the Company (official/director/trustee/shareholder ²):	DIRECTOR
3.4	Company Registration Number	2020 / 807996 / 07
3.5	Tax Reference Number	916 857 1256
3.6	VAT Registration Number	433 029 4952
3.7	The names of all directors/ members/ trustee's/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

3.8	Are you or any director/ member/ trustee/ principle shareholder presently in the service of the state?	Yes	<input checked="" type="checkbox"/> No
3.8.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.9	Have you or any director/ member/ trustee/ principle shareholder been in the service of the state for the past twelve months?	Yes	<input checked="" type="checkbox"/> No
3.9.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
------	--	-----	--

3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
------	---	-----	--

3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.12	Is any spouse, child or parent of the company's directors/ members/ trustees/ principle shareholders or stakeholders in the service of the state?	Yes	<input checked="" type="checkbox"/> No
------	---	-----	--

3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	Yes	<input checked="" type="checkbox"/> No
------	--	-----	--

3.13.1	If yes, furnish particulars.		
--------	--	--	--

3.14	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	Yes	<input checked="" type="checkbox"/> No
------	--	-----	--

3.14.1	If yes, furnish particulars.		
--------	--	--	--



3.15	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the Register for Quotations Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	<input checked="" type="checkbox"/> No
3.15.1	If yes, furnish particulars.		
3.16	Was the supplier or any director/ member/ trustee/ principle shareholder convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	<input checked="" type="checkbox"/> No
3.16.1	If yes, furnish particulars.		
3.17	Does the supplier or any director/ member/ trustee/ principle shareholder owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	<input checked="" type="checkbox"/> No
3.17.1	If yes, furnish particulars.		
	The municipality may not do business with individuals/businesses, including that of all the owners/partners/members/directors, whose municipal rates and taxes and/or service charges are in arrears for more than three (3) months unless arrangements have been made with the municipality to settle such arrears. Refer to SCM Regulation 38(d). (Certified copies of your <i>most current</i> accounts/statements and/or proof of any arrangement to be submitted <i>every three</i> months – provide individual information in the schedule under par. 4.		
3.18	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	<input checked="" type="checkbox"/> No
3.18.1	If yes, furnish particulars.		



4 **MFMA Circular No 62 of July 2013** require bidders to submit the names of their directors/ trustees/ shareholders, their individual identity numbers, personal tax reference numbers and employee numbers of those who are in the service of the state as defined in the Municipal Supply Chain Management Regulations as part of their bid submissions. **A shareholder is defined as a person who owns shares in the company and is actively involved in the management of the company or business, and exercises control over the company.**

	Full name of directors / trustees / shareholders	Identity Number	% Share-holding in company	Personal Tax Reference Number	State Employee Number (Persal)	Municipal rates & services account numbers (3.17.1) <i>Municipal clearance or most recent service account must be attached as evidence</i>
1	GARTH PRETORIUS	8207015096084	75	205557243	—	231119567
2	JUSTIN COFFEECIUS	8807015094886	25	022397516	—	219711114
3						
4						
5						
6						
7						
8						
9						
10						

Certificate No.
C003

No. of Shares
25 of 100

Share Certificate

This certificate is issued in terms of the Companies Act, 2008, and Company Regulations, 2011.

This is to certify that :

**Justin Abraham Coerecius
8807015095086**

Of 5 Venus Way, Rocklands, Mitchells Plain, Cape Town, Western Cape, 7785
Was at 02-Mar-2021 14:05, the holder of **25** fully paid ordinary shares of :

**GPA Consulting and Training (Pty) Ltd
2020/807996/07**



This Certificate is hereby executed by the company:

A handwritten signature in black ink, appearing to be 'J. Coerecius'.

Shareholder

A handwritten signature in black ink, appearing to be 'S. ...'.

Secretary

MAR 02 2021

Date

Certificate No.
C002

Share Certificate

No. of Shares
75 of 100

This certificate is issued in terms of the Companies Act, 2008, and Company Regulations, 2011.

This is to certify that:

**Garth Pretorius
8207095056084**

Of 2 Kleinbosch Street, Haasendal, Cape Town, Western Cape, 7580
Was at 02-Mar-2021 14:05, the holder of 75 fully paid ordinary shares of:

**GPA Consulting and Training (Pty) Ltd
2020/807996/07**



This Certificate is hereby executed by the company:

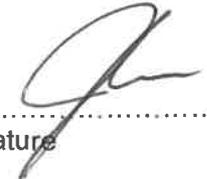

Shareholder


Secretary

MAR 02 2021

Date

I, the under signed, certify that the information furnished on this declaration form is true and correct. I accept that my/my company's bid/registration may be rejected and in addition to the rejection that action may be taken against me/ my company should this declaration prove to be false.


 Signature

12/07/2021
 Date

DIRECTOR
 Capacity of Signatory

GAA CONSULTANTS AND TRAINING (PTY) LTD
 Name of Bidder/Company/CC Name

MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:

- ¹ MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

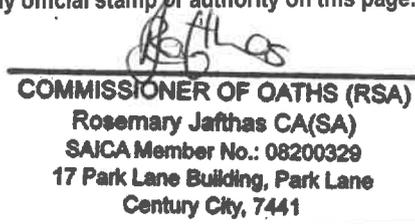
² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Commissioner of Oaths

Signed and sworn to before me at HASENDAL
 on this the 15 day of JULY 2021 by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths ROSEMARY JAFFTHAS
 Position: CA(SA)
 Address 02 KIEENBOSCH STR
HASENDAL
7580
 Tel: 073 273 5343

Apply official stamp of authority on this page:


COMMISSIONER OF OATHS (RSA)
 Rosemary Jaffthas CA(SA)
 SAICA Member No.: 08200329
 17 Park Lane Building, Park Lane
 Century City, 7441

This document is compulsory, in terms of Regulation 44 of the Supply Chain Management Regulations, to do business with any municipality – If not endorsed by a Commissioner of Oaths, or failure to submit it, will disqualify your business from the acquisitioning process. (Must be submitted annually)



K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Q2021/056 → REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE
THE CAPE WINELANDS (Bid Number and Description) DISTRICT MUNICIPALITY WITH NOTICE

in response to the invitation for the bid made by: CAPE WINELANDS DISTRICT MUNICIPALITY
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: GIA CONSULTING AND TRAINING (PT) LTD that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.



.....
Signature

DIRECTOR

.....
Position

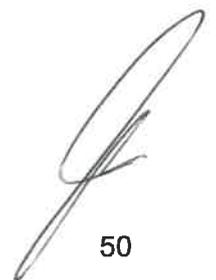
12/07/2021

.....
Date

GPA CONSULTING AND TRAINING (PT) LTD.

.....
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



L. REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)

This document serves as a claim form to qualify for preference points in respect of Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and must accompany an original certified copy of the applicable certificate.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore only the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
Price	80
B-BBEE status level of contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE PREFERENCE POINT SYSTEM

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: | = 20 (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

N/A

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

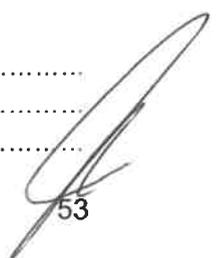
8.1 Name of company/firm: GPA CONSULTING AND TRAINING (PTY) LTD

8.2 VAT registration number: 433 029 4952

8.3 Company registration number: 2020/807996/07

- 8.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
PUBLIC SECTOR CONSULTING AND TRAINING.



8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: CITY OF CAPE TOWN
 Registered Account Number: 23119567
 Stand Number: EFF 16/22

8.8 Total number of years the company/firm has been in business: 1

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution.

Signature of Bidders: [Signature]

DATE: 12/07/2021

ADDRESS: 02 KLEYN BOSCH STREET, HASENDAL, 7580.

WITNESSES:

1. [Signature]

2. [Signature]



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA



Companies and Intellectual
Property Commission

a member of **the dti** group

B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



Tracking Number: 9314470184



Enterprise Number: K2020807996

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

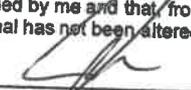
B-BBEE INFORMATION

Certificate Number	9314470184
Total Number of Shareholders	ONE (1) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage	100% BLACK OWNERSHIP
Black Female Percentage	0% BLACK FEMALE OWNERSHIP
White Ownership Percentage	0% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue	19-October-2020
Expiry Date	18-October-2021
	<ul style="list-style-type: none"> Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: 0% Black people who are youth as defined in the National Youth Commission Act of 1996: 0% Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: 0% Black people living in rural and under developed areas: 0% Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: 0%

ENTERPRISE INFORMATION

Registration number	2020 / 807996 / 07
Enterprise Name	GPA CONSULTING AND TRAINING (PTY) LTD
Registration Date	19-October-2020
Enterprise Type	Private Company
Enterprise Status	In Business

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.


SIGNATURE
Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

Physical Address
the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (International): +27 12 394 9500

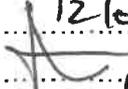


M. CONTRACT FORM – RENDERING OF SERVICES (MBD 7.2)

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) QNDM in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number Q 2021/056 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) ~~General Conditions of Contract; and~~
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

Name JUSTIN COELECTUS
Capacity DIRECTOR
Signature 
Company name GPA CONSULTING AND TRAINING (PTY) LTD
Date 12/07/2021
Witness 1  Date 12/07/2021
Witness 2  Date 12/07/2021

PART 2 (TO BE FILLED IN BY THE PURCHASER)

M. Lesch

precter BTO.

1. I ~~FA du Raan-Groenewald~~ in my capacity as ~~Chief Financial Officer~~ accept your bid under reference number **Q 2021/056** dated **21 July 2021** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Q 2021/056: REVIEW THE ANNUAL FINANCIAL STATEMENTS AND PROVIDE THE CAPE WINELANDS DISTRICT MUNICIPALITY WITH ADVICE	<i>Team leader - R6,00</i> <i>Manager - R850,00</i> <i>one staff - R500,00</i> <i>other - R850,00</i> <i>per hour.</i>			<i>MIA.</i>

4. I confirm that I am duly authorized to sign this contract.

Signed at *Stellenbosch* on *23/08/2021*

Name (Print) ~~FA du Raan-Groenewald~~ *M. Lesch.*

Signature *[Signature]*

Witness 1 *[Signature]*

Date *23/08/2021*

Witness 2 *[Signature]*

Date *23/08/2021*

Official Stamp

23/08/2021

[Signature]

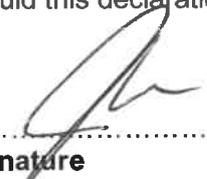
N. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
GARTH PRETORIUS	02 RIETBOSCH STR HASENDAL, 7580	231119567	CITY OF CAETOWN
JUSTIN COELECTUS	05 VENUS WAY ROCKLANDS, 7785	219711114	CC

NB: Please attach certified copy/copies of the Municipal Account(s)

DECLARATION:

I, the undersigned (name) JUSTIN COELECTUS
 Certify that the information furnished above is correct. I accept that the state may act against me should this declaration prove to be false.


 Signature

12/07/2021
 Date

DIRECTOR
 Position

GTA CONSULTING AND TRAINING (PTI) LTD
 Name of Bidder





CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Civic Centre
 12 Hertzog Boulevard 8001
 PO Box 655 Cape Town 8000
 VAT registration number
 4500193497

Tax invoice number 240007570573
Customer VAT registration number
Account number 219711114
Distribution code
Business partner number 1002282357



JUSTIN ABRAHAM JA COERECIUS
 5 VENUS
 ROCKLANDS
 MITCHELLS PLAIN
 7798

Computer generated copy tax invoice

Tel: 086 010 3089 - Fax: 086 201 1017
 Tel: International calls +27 21 401 4701
 E-mail : accounts@capetown.gov.za
 Correspondence: Director : Revenue, P O Box 655,
 Cape Town 8000
 Web address:www.capetown.gov.za

Account summary as at 21/06/2021		Due date	16/07/2021
At 10 LIBERATOR STREET, ROCKLANDS / Erf 13138			
Previous account balance			1171.71
Payments (07/06/2021)	Thank you		1880.00-
Credit (a)			708.29-
Latest account - see overleaf			774.63
Current amount due (b)	Payable by 16/07/2021		774.63
	Total (a) + (b)		66.34
Total (a) + (b) above		66.34	
Total liability		66.34	



Please note:

- Payment options
 - (a) Debit orders: Call 0860 103 089 or visit a Customer Service Centre.(b) Internet payments: Visit www.Easypay.co.za.
 - (c) Electronic payments (EFT): Select the City of Cape Town as a bank-listed beneficiary on your bank's website. Use only your nine-digit municipal account number as reference.
 - (d) Direct deposit at Nedbank: Please present your account number 219711114 to the bank teller. (e) Cash, debit card, credit card and other: Please present your account to the cashier.
- Where the City incurs bank costs on any mode of payment, the City will recover such cost on the portion of the amount above R7000.00 per transaction per account number. The City absorbs such costs in respect of a single payment of R7000.00 and below.
- Interest will be charged on all amounts still outstanding after the due date.
- You may not withhold payment, even if you have submitted a query to the City concerning this account.
- Failure to pay could result in:
 - (a) The City recovering debt overdue on the purchasing of pre-paid electricity,
 - (b) your water and/or electricity supply being disconnected/restricted. Immediate reconnection of the supply after payment received is not guaranteed. A disconnection fee will be charged and your deposit amount might be increased.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

[Signature]
SIGNATURE
Commissioner of Oaths - Rosemary Jaffras
 Designation: Chartered Accountant (SA)
 SAICA Member No.: 08200329
 Date: 16/07/21
 17 Park Lane Building, Park Lane, Century City, 7441

Pay points: City of Cape Town cash offices or the vendors below:



JUSTIN ABRAHAM JA COERECIUS



>>>> 915552197111142

Account number 219711114
 Total due if not paid in cash 66.34
 Amount due if paid in cash 66.30
 Rounded down amount carried forward to next invoice 0.04

O. AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr/Mrs
acting in his/her capacity as
of the business trading as
to sign all documentation in connection with Quotation.....

Name of members / directors	Signature	Date
<i>ATTACHED</i>		

Note: If bidders attached a copy of their Authorized Signatory it is not necessary to complete this form.



12 July 2021

RESOLUTION OF THE DIRECTORS OF THE COMPANY

It was resolved that, Mr. Justin Abraham Coerecius, ID no. 880701 5095 086, in his capacity as Director is authorised to sign the request for quotation **Q 2021/056 to Review the Annual Financial Statements and provide the Cape Winelands District Municipality with advice issued by Cape Winelands District Municipality.**

In his capacity as Director, he is further allowed to sign any contract arising from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company.



Garth Pretorius CA(SA), RA
Founder and Principal Owner



Justin Coerecius CA(SA)
Director

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.



SIGNATURE
Commissioner of Oaths - Rosemary Jafthas
Designation: Chartered Accountant (SA)
SAICA Member No.: 08200329

Date: 16/07/21
17 Park Lane Building, Park Lane, Century City, 7441

P. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES (MBD 8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - Been convicted of fraud or corruption during the past five years;
 - Willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - Been listed in the Register of Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		✓
4.1.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Quotation Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		✓
4.2.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>		✓
4.3.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>		✓

4.2.1	If so, furnish particulars:
4.3	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? <input type="checkbox"/>
4.3.1	If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) JUSTIN COLECTUS CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

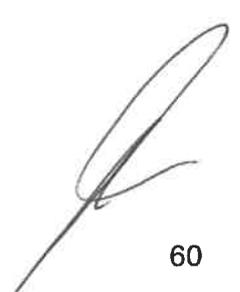
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

12/07/2021
Date

DIRECTOR
Position

GPA CONSULTING AND TRAINING (PTY) LTD
Name of Bidder



Q. CREDIT ORDER INSTRUCTION

It is the policy of the Cape Winelands District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

DETAILS OF FIRM/INSTITUTION

Name	GPA CONSULTING AND TRAINING (PT) LTD
	02 KLEINBOSCH STREET
	HASENDAL 7580

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK	FNB
NAME OF BRANCH	TOLAI 1029
BRANCH CODE	200409
ACCOUNT NUMBER	62871994169
TYPE OF ACCOUNT	01 1 = Cheque 2 = Savings

I/we hereby request and authorise the Cape Winelands district municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Cape Winelands District municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

JA GEPELUS 12/07/2021 083 607 0971
 INITIALS AND SURNAME: AUTHORISED SIGNATURE: DATE: TELEPHONE NUMBER:

FOR BANK USE ONLY

I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct: AUTHORISED SIGNATURE	OFFICIAL DATE STAMP
--	----------------------------

FOR FULL SUPPLIER ACCREDITATION, ALL PARTS MUST BE COMPLETED AND SIGNED:



FNB
First National Bank

FNB Electronic Stamp
2021-02-24
Reference Number: VODSQWL8R16G

To verify this letter, please keep the above reference number and customer account number on hand. Visit FNB.co.za or FNB App, select Contact us/Tools on the Menu, followed by Verify Account Confirmation/Visa Application Letter and follow the screen instructions. The Reference Number is valid for 3 months.

Date: 2021-02-24

To whom it may concern

ACCOUNT CONFIRMATION LETTER

We confirm that ***GPA CONSULTING AND TRAINING (PTY) LTD** with identification/registration number **2020/807996/07** ("the account holder") holds the following account with First National Bank, a division of FirstRand Bank Limited ("FNB"):

Account Type	PLATINUM BUSINESS ACCOUNT	Account Number	62871994169
Branch Code	200409	Branch Name	TOKAI 029
Swift Code	FIRZAJJ	Date Opened	2020-10-20

FNB issues this letter at the specific request of the account holder and for informational purposes only. This letter serves only to confirm that the above information is, according to the records available to FNB, factually correct as at the date of this letter.

Accordingly, FNB provides no warranties, guarantees, assurances or undertakings of any nature in connection with the above information, the account and/or the account holder, cannot be held responsible for any reliance which may be placed on this letter.

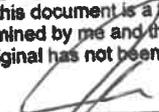
Without limiting the above in any way:

- (i) This letter does not constitute a letter of guarantee or a letter of credit.
- (ii) This letter does not imply or infer in any way that FNB has reserved the funds held in the account in favour of any person, nor that FNB has placed a hold on or limited the amount available in the account. The amount available in the account may change at any time without prior notice to you; and
- (iii) FNB will not be held responsible for any change in the information contained in this letter.

This letter is issued to you without any liability for FNB or its employees. You are to treat this letter as confidential.

Should you have any queries, please visit our website www.fnb.co.za or feel free to contact us on 087 736 2247.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.



SIGNATURE
Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

R. COMPULSORY DOCUMENTATION / CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE QUOTATION DOCUMENT:

Form G - Form of offer Is the form duly completed and signed?	Yes	✓	No	
Form J – Declaration of Interest (MBD4) Is the personal declaration from each and every owner / member / director duly completed, certified and signed?	Yes	✓	No	
Form K – Certificate of Independent Bid Determination (MBD 9) Is the form duly completed and signed?	Yes	✓	No	
Form L – Preference Points Claim – (MBD 6.1) Is the form duly completed and signed?	Yes	✓	No	
Form M - Contract Form Is the form duly completed and signed?		✓		
Form N – Municipal Rates and services Is a certified copy of the <u>bidder's and those of its director's</u> municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	Yes	✓	No	
Form O– Authority for Signatory Is the form duly completed and is a certified copy of the resolution attached?	Yes	✓	No	
Form P – Declaration of Past Supply Chain Practices (MBD 8) Is the form duly completed and signed?	Yes	✓	No	
Tax Compliance Status Is your unique personal identification number (pin) issued by SARS attached?	Yes	✓	No	

Additional documents applicable to this specific quotation: Failure to submit this documentation shall lead to disqualification)				
Two-envelope Is your proposal structured according to the two-envelope specifications?	Yes	✓	No	
Company profile Is a company profile attached?	Yes	✓	No	

Failure to submit the following certificate will not lead to disqualification, but the tenderer will score 0 points for B-BBEE during the evaluation of tender offers.

B-BBEE Certificate Is a certified copy of the B-BBEE or Original certificate attached?	Yes	✓	No	
--	-----	---	----	--

I, JUSTIN COOPER confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: [Signature] Date: 12/07/2021

S. REFERENCES

This schedule is to determine the capability of the bidder to execute the contract.

At least three (3) reference letters from companies with whom the service providers are/have conducted business relating to the terms of reference of this tender must be included in the tender document, together with the contact details of the references, alternatively reference letters must be submitted within a timeframe as to be determined by the Cape Winelands District Municipality.

Company Name	CAPE WINELANDS DISTRICT MUNICIPALITY
Description of project	AFS PREPARATION AND REVIEW (ENCL. APP)
Contact person name	MR. H. PIENIS
Contact person telephone number	021 - 888 5272
Value of project	R 5509 144

Company Name	STELLENBOSCH LOCAL MUNICIPALITY.
Description of project	AFS PREPARATION AND REVIEW (ENCL. APP.).
Contact person name	MRS. G. METTLER
Contact person telephone number	021 - 808 8025
Value of project	R 7989 878

Company Name	SALGA
Description of project	MUNICIPAL AUDIT SUPPORT PROGRAMME.
Contact person name	MR. N. SEPTEMBER
Contact person telephone number	021 - 446 9829
Value of project	NOT AVAILABLE.



Certificate issued by the Commissioner of Companies & Intellectual Property Commission on Tuesday, March 2, 2021 at 12:45



Companies and Intellectual Property Commission
a member of the dti group

COR14.3: Registration Certificate

Registration Number: **2020 / 807996 / 07**
Enterprise Name: **GPA CONSULTING AND TRAINING**

ENTERPRISE INFORMATION

Registration Number: **2020 / 807996 / 07**
Enterprise Name: **GPA CONSULTING AND TRAINING**
Registration Date: **19/10/2020**
Business Start Date: **19/10/2020**
Enterprise Type: **Private Company**
Enterprise Status: **In Business**
Financial Year End: **February**
TAX Number: **9168571256**

Addresses	<u>POSTAL ADDRESS</u>	<u>ADDRESS OF REGISTERED OFFICE</u>
	2 KLEINBOSCH STREET HAASENDAL CAPE TOWN WESTERN CAPE 7580	2 KLEINBOSCH STREET HAASENDAL CAPE TOWN WESTERN CAPE 7580

ACTIVE MEMBERS / DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Appointment Date	Addresses
PRETORIUS, GARTH	Director	8207095056034	19/10/2020	Postal: 2 KLEINBOSCH STREET, HAASENDAL, CAPE TOWN, WESTERN CAPE, 7580 Residential: 2 KLEINBOSCH STREET, HAASENDAL, CAPE TOWN, WESTERN CAPE, 7580
COERECIUS, JUSTIN ABRAHAM	Director	8807015095086	01/02/2021	Postal: 5 VENUS WAY ROCKLANDS, MITCHELLS PLAIN, CAPE TOWN, WESTERN CAPE, 7785 Residential: 5 VENUS WAY ROCKLANDS, MITCHELLS PLAIN, CAPE TOWN, WESTERN CAPE, 7785

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

[Signature]
SIGNATURE

Commissioner of Oaths - Justin Coeracius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

Physical Address
the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472 (CIPC)
Contact Centre (International): +27 12 394 9573



Certificate issued by the Commissioner of Companies & Intellectual
Property Commission on Tuesday, March 2, 2021 at 12:45



Companies and Intellectual
Property Commission
a member of the dti group

Notice of Incorporation

COR 14.1A

Registration Number: K2020807996
Enterprise Name: GPA CONSULTING AND TRAINING



Tracking Number: 9314436279

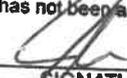


Customer Code: S21236

INITIAL DIRECTOR DETAILS

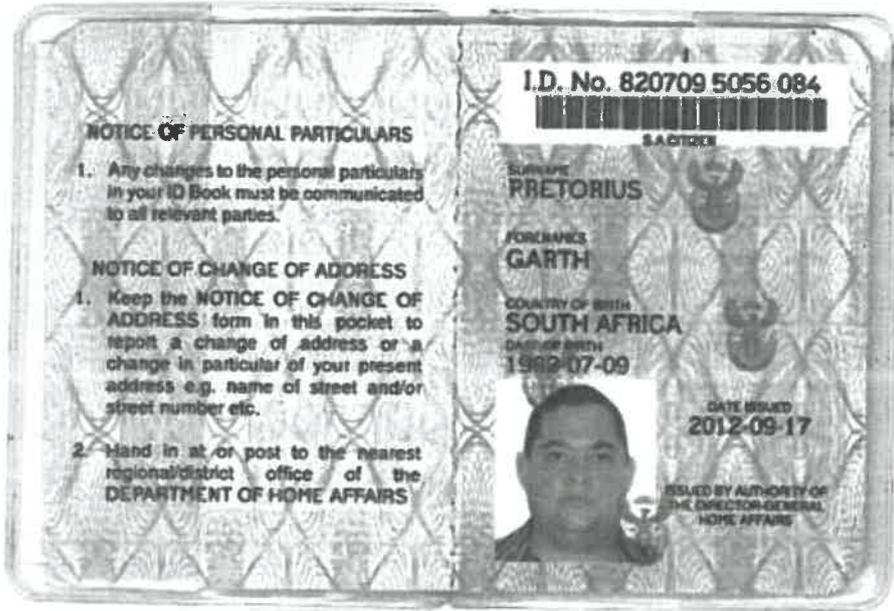
Full Name	Occupation	ID Number / Date of Birth & Country	Appoint. Date	Cellphone Number	Address
PRETORIUS, GARTH		8207095056084 South Africa	19/10/2020	0836011292	Postal: 2 KLEINBOSCH STREET, HAASENDAL, CAPE TOWN, WESTERN CAPE, 7580 Residential: 2 KLEINBOSCH STREET, HAASENDAL, CAPE TOWN, WESTERN CAPE, 7580
COERECIUS, JUSTIN ABRAHAM		8807015095086 South Africa	01/02/2021	0836070971	Postal: 5 VENUS WAY ROCKLANDS, MITCHELLS PLAIN, CAPE TOWN, WESTERN CAPE, 7785 Residential: 5 VENUS WAY ROCKLANDS, MITCHELLS PLAIN, CAPE TOWN, WESTERN CAPE, 7785

I certify that this document is a true copy of the original which
was examined by me and that, from my observations,
the original has not been altered in any manner.


SIGNATURE
Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913
Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

*The incorporators confirm that each person named above has consented to being
appointed in terms of section 66(7)(b) as a director of the company, whose Memorandum
of Incorporation is attached.*





I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

**REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD**



Surname:
COERECIUS
Names:
JUSTIN ABRAHAM
Sex:
M
Nationality:
RSA
Identity Number:
8807015095086
Date of Birth:
01 JUL 1988
Country of Birth:
RSA
Status:
CITIZEN



Signature:
Justin Abraham



I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

Rosemary Jaffiths
SIGNATURE

Commissioner of Oaths - Rosemary Jaffiths
Designation: Chartered Accountant (SA)
SAICA Member No.: 08200329

Date: 16/07/21
17 Park Lane Building, Park Lane, Century City, 7441



CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0991797	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	2020/807996/07
Supplier sub-type	Private Company (Pty)(Ltd)	Have Bank Account	Yes
Legal name	GPA CONSULTING AND TRAINING	Registration date	19 Oct 2020 00:00:00:000
Trading name	GPA CONSULTING AND TRAINING (PTY) LTD	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restriction Last Verification Date	19 Mar 2021 12:17:03:343
Government breakdown	Private Companies (Pty) (Ltd)		

PREFERRED CONTACT

Contact type	Administration, Bid Office, Finance, Sales	Prefer communication via telephone	Yes
Name(s)	Garth Pretorius	Email address	tenders@gpaconsulting.co.za
Identification type	South African Identification Number	Telephone number	083 601 1292
Prefer communication via cellphone	Yes	Cellphone number	083 601 1292
Prefer communication via email	Yes		

PREFERRED ADDRESS

Address type	Physical	Municipality	City of Cape Town
Address line 1	2 Kleinbosch Street	City	Kuils River
Address line 2	Haasendal	Postal code	7580
Suburb	Hazendal(Kuis River)	Ward Number	14
Province	Western Cape	Country	South Africa

PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	GPA CONSULTING AND TRAINING (PTY) LTD
Bank	FIRST NATIONAL BANK	Bank Verification Status	Verification Succeeded
Branch number	210121	Is this a preferred account?	Yes
Branch name	EAST LONDON 212	Edit date	29 Oct 2020 10:00:49:627
Account number	62871994169	Is the identifier linked at the bank	Yes

TAX

Overall Tax Status	Tax Compliant	Is this supplier a VAT vendor?	No
--------------------	---------------	--------------------------------	----

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051713

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785



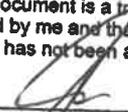


CSD REGISTRATION SUMMARY REPORT

Income Tax Status	Compliant tax status Verified	Last validation date	19 Mar 2021 12:17:00:00
SUPPLIER DIRECTOR/MEMBERS			
Is there any director whom is restricted?	No	Is there any director who is a government employee?	No
SUPPLIER COMMODITIES			
Commodity family	Accounting and bookkeeping services; Alternative educational systems; Computer services; Management advisory services; Specialized educational services; Educational facilities;		
BBBEE INFORMATION			
Certificate Type	B-BBEE Certificate From CIPC	Certificate Issue Date	19 Oct 2020 14:32:27:000
BBBEE Status Level Of Contributor	Level 1 Contributor	Certificate Expiry Date	18 Oct 2021 14:32:27:000
Status		Verification Status	Verified by CIPC
DEMOGRAPHIC INFORMATION			
Gender demographics available?	Yes	Youth demographics available?	Yes
Military veteran demographics available?	No	Disabilities demographics available?	No

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.


SIGNATURE
Commissioner of Oaths - Justin Coeracius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051013
Date: 21/03/21
05 Venus Way, Rocklands, Mitchells Plain, 7785





CSD REGISTRATION SUMMARY REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

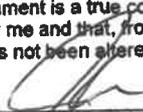
CIPC

[Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.


SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785



12 July 2021

RESOLUTION OF THE DIRECTORS OF THE COMPANY

It was resolved that, Mr. Justin Abraham Coerecius, ID no. 880701 5095 086, in his capacity as Director is authorised to sign the necessary documentation related to the supplier registration on the Cape Winelands District Municipality Supplier Database.

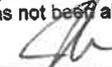


Garth Pretorius CA(SA), RA
Founder and Principal Owner



Justin Coerecius CA(SA)
Director

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.


SIGNATURE
Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913
Date: 16/07/2021
05 Venus Way, Rocklands, Mitchells Plain, 7785



TAX COMPLIANCE STATUS

PIN Issued

GPA CONSULTING AND TRAINING
2 KLEINBOSCH STREET
HAASENDAL
CAPE TOWN
7580

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 9168571256

Always quote this reference number when contacting SARS

Issue Date: 2021/03/31

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Gpa Consulting And Training
Trading Name	GPA CONSULTING AND TRAINING
Tax Reference Number(s)	IT - 9168571256 Vat - 4330294952 PAYE - 7590812279
Purpose of Request	Tender
Request Reference Number	0046799347TS3103210915332
PIN	158233A31P
PIN Expiry Date	31/03/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

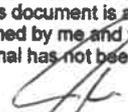
SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.


SIGNATURE
Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913
Date: 21/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785

Contents

Statutory compliance		Reference
No.	Description	
Price proposal		
1.	Cover letter	Price proposal – Tab 1
Returnable schedules		
E	N/A – No schedule E provided by the municipality	N/A
F	N/A – No schedule F provided by the municipality	N/A
G	Form of offer	Price proposal – Tab 2
H	Acceptance	Price proposal – Tab 3
I	Questionnaire	Price proposal – Tab 4
J	Declaration of interest	Price proposal – Tab 5
K	Certificate of Independent Bid Determination (MBD 9)	Price proposal – Tab 6
L	Preference points claim form in terms of the preferential procurement regulations 2011 (MBD 6.1)	Price proposal – Tab 7
M	Contract form – Rendering of services (MBD 7.2)	Price proposal – Tab 8
N	Municipal rates and services	Price proposal – Tab 9
O	Authority for signatory	Price proposal – Tab 10
P	Declaration of bidders past supply chain management (SCM) practices (MBD 8)	Price proposal – Tab 11
Q	Credit order instruction	Price proposal – Tab 12
R	Compulsory documentation / checklist	Price proposal – Tab 13
S	References	Price proposal – Tab 14
Statutory / compliance documents		
1.	Company profile	Price proposal – Tab 15
2.	Company Registration Documents and Directors' ID's	Price proposal – Tab 16
3.	CSD Report	Price proposal – Tab 17
4.	Registration on the municipality's website	Price proposal – Tab 18
5.	SARS Tax PIN	Price proposal – Tab 19

Please refer to the *Technical proposal (first envelope)* for the assessment of the project team expertise and experience

Cape Winelands District Municipality

Review the Annual Financial
Statements and provide the Cape
Winelands District Municipality with
advice

Q2021/056

Date: 21 July 2021

Price proposal



02 Kleinbosch Street, Hasendal, 7580
Justin Coerecius, 083 607 0971, justin@gpaconsulting.co.za



12 July 2021

Cape Winelands District Municipality
29 Du Toit Street
Stellenbosch
7600

To: Mr. H. Prins
CC: Mrs. F. du Raan-Groenewald

Ref: Q2021/056

Dear Sir / Madam,

It is my pleasure to submit our price proposal in response to your Request for Quotation (RFQ): Review of the Annual Financial Statements and provide the Cape Winelands District Municipality with advice.

With an engagement of this nature, the municipality positions itself at the forefront of driving necessary reform within the public sector sphere and GPA would be honoured to partner with the municipality.

Through this submission we undertake to unpack the following in response to municipality's "ask":

1. Our price proposal: The price proposal has been included on the template provided by the municipality. We believe that this is a competitive price in line with the necessary skills and expertise required for this engagement; and
2. Statutory compliance documentation: All necessary documents forming part of the procurement process have been included in this price proposal as well.

If you have any questions regarding our submission, or require additional information, please contact me directly at 0833 607 0971 or justin@gpaconsulting.co.za.

Yours faithfully,


Justin Coe cecius CA (SA)
GPA Consulting and Training (Pty) Ltd
Director

What is GPA ?



Established

GPA Consulting and Training ("GPA") was **established** in response to a duty to serve the citizens of South Africa in driving much needed transformation within the public sector. As it currently stands, across all tiers of government there is a need for sustainable reform and adequate training to be implemented in order for quality public service delivery to be facilitated. With basic public service delivery being critical to all South Africans - GPA recognises the imperative and serves to be a pioneer for positive change.



Capability

From a **capability** perspective, the GPA network is comprised of a diverse array of unique skill sets and experience within the public sector. The founder of GPA, Garth Pretorius, through many years within the industry has brought together a network of individuals whose skill and experience has the ability to drive the transformation agenda and deliver sustainable solutions.



Operating model

A current challenge that exists across the sector as a whole is the perception around the use of consultants and the associated fee. Through GPA's unique **operating model**, we aim to directly correlate fee with skill deployed. Thus excluding the exorbitant overhead costs associated with professional services firms. As a result, GPA seeks to dispel the negative perception around consultants, further enhanced by the sustainability impact of each tailored solution.



Structure

From a **service offering** standpoint, GPA offers solutions that fall within the ambit of two key pools, namely **consulting and training**. However, these offerings are not to be viewed as mutually exclusive, as with each engagement GPA undertakes to develop a training curriculum and related sustainability plan to suit the client's needs. Our consulting offering draws upon key elements when tailoring solutions to client needs, with these elements including "fit for purpose" solutions that undertake to address unmet needs, as well as an all-encompassing approach to the task at hand.



Agenda

At present the skills and capability deficit within public sector is continuously growing, primarily as a result of an everchanging landscape against which the public sector operates. Should this not be prioritised in the near future, public sector will soon face a 'talent crisis' and consequently will be unable to function as a government and deliver effective public services. Through GPA's **training approach and developed curriculum**, client officials are not only gaining the necessary technical understanding, but are provided with the practical skills required to execute against their given role.



Solutions

GPA's **solutions** are cast across three key pools, namely (1) performance improvement; (2) risk and governance; and (3) data. This offers a diverse solution offering that will consider the holistic needs of the client, as well as the sector as a whole. In addition, GPA boasts a tailored training grid against which competencies are cast in order for relevant training to be facilitated.

Through the **unwavering commitment** of the GPA network, complemented by a refined service offering, GPA has the ability to drive the change that is so desperately needed.



CERTIFICATE OF REGISTRATION

This is to certify that

GARTH PRETORIUS
Registration No: 509376

is registered as a

REGISTERED AUDITOR

In terms of the Auditing Profession Act, 2005
(Act 26 of 2005)*

Director: Legal:

Date of signature: 13/02/2017

- This certificate is valid until the registration is terminated in terms of section 38 of the Auditing Profession Act, 2005.

The current register of Registered Auditors is available on the IRBA website at www.irba.co.za

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/2017
05 Venus Way, Rocklands, Mitchells Plain, 7785

RETURNABLE SCHEDULES

SCHEDULE A: EXPERTISE AND EXPERIENCE OF TEAM LEADER

The bidder shall insert in the spaces provided below a list of the **Team leaders** demonstrated past work experience in terms of projects related to the terms of reference, as well as the **Team leader's** valid tertiary qualification(s).

Listed projects with invalid or incorrect contact details for the employer and **information not supplied in the format as requested below might result in NO eligibility points scored in this regard due to unintentional administrative oversight**

TEAM LEADER	NAME					
	HIGHEST TERTIARY QUALIFICATION					
Employer/ Client	Sector (Local Government, Public, Other)	Contact Person	Telephone number	Description of Contract (CV's and Reference letters must elaborate broadly to confirm the scope. NB! reference to the specific page numbers must be made in this section)	Contract Start Date	Contract Completion date
		GARTH PRETORIUS CA(SA), KA				
		BCom: ACCOUNTING (HONS)				
CAPE PROVINCE DISTRICT MUNICIPALITY STELLENBOSCH	LOCAL	MR. H. PRINS	021-8885272	AFS PREPARATION AND REVIEW	01/07/19	28/02/21
LOCAL MUNICIPALITY	LOCAL	MRS. G. NETTLE	021-8888025	"	01/07/19	28/02/21
EASTERN CAPE DEPT. OF EDUCATION	PUBLIC	MR. T. MONAPE	0632929964	"	01/03/15	30/10/19
SALGHA	LOCAL	MR. N. SEPTEMBER	021-4469825	MUNICIPAL AUDIT SUPPORT PROGRAMME	2016	2019

OFFICE OF THE MUNICIPAL MANAGER



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

NAVRAE/ENQUIRIES/IMIBUZO:
TELEFOON/TELEPHONE/UMNXEBA:
FAKS/FAX/IFEKSI:
E-POS/E-MAIL/IE-MAIL:
U VERW/YOUR REF/REF YAKHO:
ONS VERW/OUR REF/REF YETHU:

H.F. PRINS
021- 8885272
021- 8873451
mm@capewinelands.gov.za

Alexanderstraat 46 Alexander Street
☒ 100
STELLENBOSCH
7599

07 June 2021

To whom it may concern

I hereby confirm that Garth Pretorius, Justin Coerecius and Pieter Vorster assisted the Cape Winelands District Municipality in the preparation and compilation of both the Annual Financial Statements and the Annual Performance Report for two consecutive Auditor-General Annual Regulatory Audits.

The relevant contract commenced from 01 July 2019 to 31 January 2021 with a contract value amounting to R5 509 144.

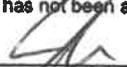
The outcome of the work performed significantly aided the Municipality in preparation for the respective audits throughout the engagement resulting in a clean audit opinion in both the 2018/19 and 2019/20 financial years.

I can confidently assert that the individuals concerned would be an asset to any engagement based upon the quality of work performed and the sustainable improvements realised by the Municipality.

Your sincerely,



Mr. HF Prins
MUNICIPAL MANAGER

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.	
	
SIGNATURE	
Commissioner of Oaths - Justin Coerecius	
Designation: Chartered Accountant (SA)	
SAICA Member No.: 20051913	
Date:	12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785	



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Our Ref: M Steyl (021-808 8512)
Financial Management Services

08 January 2021

I hereby confirm that Garth Pretorius, Justin Coerecius, Pieter Vorster and Phillip White assisted Stellenbosch Local Municipality in the preparation and compilation of the Annual Financial Statements for two consecutive audits in the employment of Ernst & Young. The period of the contract concerned commenced 01 July 2019 to present.

In assisting the Municipality in their preparation for the audit, these individuals performed a data analytics exercise which concerned the use of Computer Assisted Audit Tools and Techniques. The information under review was non-financial in nature, however the outcome of this exercise is integral to the preparation and compilation of the Annual Financial Statements and related financial information.

The work performed was of the utmost standard of quality and I can confidently recommend each of these individuals to any future employer.

Yours faithfully,

MONIQUE STEYL
SENIOR MANAGER: FINANCIAL MANAGEMENT SERVICES

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.	
SIGNATURE	
Commissioner of Oaths - Justin Coerecius	
Designation: Chartered Accountant (SA)	
SAICA Member No.: 20051913	
Date:	12/27/21
05 Venus Way, Rocklands, Mitchells Plain, 7785	

Enquiries: Nkosinathi September
Tel : 021 446 9800
Fax : 021 418 2709
E-mail: nseptember@salga.org.za
Ref No: 11/1/1/2

DATE: 21 May 2021

To Whom it may concern

ACKNOWLEDGEMENT OF AUDIT SUPPORT PROVIDED BY MR GARTH PRETORIUS

This letter serves to confirm that Garth Pretorius has assisted SALGA with the Municipal Audit Support Programme (MASP) from 2016 to 2019.

Through this programme he has assisted with successful audit readiness and remediation engagements which has seen various municipalities either improve their audit opinions or maintain their audit opinions (if already unqualified).

The various municipalities that he has assisted at include:

1. Cape Winelands District Municipality;
2. Stellenbosch Local Municipality;
3. Garden Route District; and
4. Prince Albert Municipality.

Prior to the above he also assisted SALGA on the same programme between 2014 and 2016 for the following municipalities:

1. Kannaland Municipality;
2. Laingsburg Municipality;
3. Central Karoo District Municipality; and
4. Prince Albert Municipality.

The dedication, advice, technical expertise and methodologies provided by Garth Pretorius added remarkable value to these municipalities and local government as a whole.

Yours sincerely



**Mr. NKOSINATHI SEPTEMBER
SENIOR ADVISOR: FINANCIAL RESILIENCE
ACTING SENIOR ADVISOR: ECONOMIC GROWTH
SALGA WESTERN CAPE**

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 12/07/21
05 Venus Way, Rocklands, Mitchells Plain, 7785



Buffalo City Metropolitan Municipality
East London | Bhisho | King William's Town
Province of the Eastern Cape
South Africa

Website: www.buffalocitymetro.gov.za



Office of the Chief Financial Officer

PO Box 522, East London, 5200
2nd Floor, Old Mutual Building,
49 Oxford Street
East London, 5201
Tel: 043 705 1887 | Fax: 043 743 9141
Email: candiceb@buffalocity.gov.za

28 January 2021

For Attention: To whom it may concern

I hereby confirm that Pieter Vorster assisted the Buffalo City Metropolitan Municipality in the preparation and compilation of both the Annual Financial Statements ensuring compliance with GRAP and all related directives and guidance for the last five years.

The work performed by this individual throughout the engagements included the preparation of the Municipality's annual financial statements through the use of CaseWare software in which he is highly experienced and knowledgeable.

The outcome of the work performed has significantly aided the Municipality in preparation for the respective audits throughout the engagement.

I can confidently assert that he would be an asset to any engagement based upon the quality of the work performed and the improvements realised by the Municipality.

For any clarity or enquiries with regards to the above, you may contact the Chief Financial Officer on 043 705 1887.

Yours sincerely,

N. SIGCAU
CHIEF FINANCIAL OFFICER

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coerecius
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date: 21/01/21
05 Venus Way, Rocklands, Mitchells Plain, 7765



BUFFALOCITYMETROPOLITANMUNICIPALITY

Unity in Action. A City Hand at Work.



SCHEDULE B: EXPERTISE AND EXPERIENCE OF MANAGER

The bidder shall insert in the spaces provided below a list of the **Manager's** demonstrated past work experience in terms of projects related to the terms of reference, as well as the **Manager's** valid tertiary qualification(s).

Listed projects with invalid or incorrect contact details for the employer and **information not supplied in the format as requested below might result in NO eligibility points scored in this regard due to unintentional administrative oversight**

MANAGER	JUSTIN COFFEYUS CA(SA)					
	B.COM. ACCOUNTING (HONS)					
Employer/ Client	Sector (Local Government, Public, Other)	Contact Person	Telephone number	Description of Contract (CV's and Reference letters must elaborate broadly to confirm the scope. NB! reference to the specific page numbers must be made in this section)	Contract Start Date	Contract Completion date
Cape Winelands District Municipality	LOCAL	MR. H. VITENS	021-8885272	AFS REPARATION AND REVIEW	01/07/19	28/02/21
Stellenbosch Local Municipality	LOCAL	MRS. G. METLER	021-8888025	"	01/07/19	28/02/21
Eastern Cape DEPT. of Education	PUBLIC	MR. T. MONARE	0632929941	"	01/02/16	30/10/19
SALGA	LOCAL	MR. N. SEPTEMBER	021-4469829	MUNICIPAL AUDIT SUPPORT PROGRAMME	01/08/19	31/08/19

Manager: Justin Coerecius CA(SA)

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Justin has completed one cycle at the Cape Winelands District Municipality and two cycles at the Stellenbosch Local Municipality. (Total of three completed cycles)
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Justin has completed at least four cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Justin has completed less than one cycle outside of public sector.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Justin has 10 years local government experience.
4.2	Public sector other than local government experience;	Justin has 6 years provincial government experience.
4.3	Other sector experience;	Justin has 3 years private sector experience through various audits performed over a three year period.
5. Highest qualification		
5.1	Chartered Accountant	Justin is a registered and qualified Chartered Accountant.
5.2	NQF Level 8	N/A
5.3	NQF Level 7 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 4) for a copy of his qualifications.



Justin Coerecius CA(SA) Manager

Information

Name and surname	Justin Coerecius
Date of birth	01 July 1988
Nationality	South African
Gender	Male
Postal address	05 Venus Way, Rocklands, Mitchells Plain, 7785
Email address	justin@gpaconsulting.co.za
Contact number	083 607 0971
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	10 years
Office location	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580

Academic record

Professional memberships	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	CA(SA) - 20051913
University	
Institution	University of the Western Cape
Qualifications	BCom: Accounting (Hons)

Work experience

No.	Client
1.	Garden Route District Municipality
2.	Cape Winelands District Municipality
3.	Stellenbosch Local Municipality
4.	Swartland Local Municipality
5.	Central Karoo District Municipality
6.	Matzikama Local Municipality
7.	Cape Town International Convention Centre
8.	Saldanha Local Municipality
9.	Phumelela Local Municipality

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA) and related Treasury regulations
- International Auditing Standards
- Audit remediation
- Development of correction and restatement methodology
- Training and training material development
- Project and Governance Management
- Process improvement and government compliance
- Financial and performance reporting
- Data analysis



SAICA
THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS

CERTIFICATE OF MEMBERSHIP

This is to recognise that

Justin Abraham Coerecius

*is a member of the Institute and became entitled to the
designation Chartered Accountant (SA) in*

2016

Given under the Common Seal of the Institute

Tubb
Executive Officer



J. J. J.
Chairman

Membership of the Institute and entitlement to the designation is by virtue of membership of one of the societies prescribed in section 1(1) of Chartered Accountants Designation (Private) Act, 1927 as amended.

This certificate is the property of the Institute and must be returned on cessation of membership.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

Rosemary Jaffas
SIGNATURE

Commissioner of Oaths - Rosemary Jaffas
Designation: Chartered Accountant (SA)
SAICA Member No.: 08200329

Date: 16/07/2021
17 Park Lane Building, Park Lane, Century City, 7441

J. J. J.

SCHEDULE C: EXPERTISE AND EXPERIENCE OF JUNIOR STAFF MEMBER

The bidder shall insert in the spaces provided below a list of the **Junior staff members** demonstrated past work experience in terms of projects related to the terms of reference, as well as the **Junior staff member's** valid tertiary qualification(s).

Listed projects with invalid or incorrect contact details for the employer and **information not supplied in the format as requested below might result in NO eligibility points scored in this regard due to unintentional administrative oversight**

JUNIOR STAFF MEMBER	NAME					
	HIGHEST TERTIARY QUALIFICATION					
Employer/ Client	Sector (Local Government, Public, Other)	Contact Person	Telephone number	Description of Contract (CV's and Reference letters must elaborate broadly to confirm the scope. NB! reference to the specific page numbers must be made in this section)	Contract Start Date	Contract Completion date
		PETER VOSTER				
		BCom: ACCOUNTING (HONS)				
CAPE PROVINCE	LOCAL			AFS PREPARATION		
DISTRICT MUNICIPALITY		MR. H. PRINS	011-8885272	AND REVIEW	01/07/20	28/02/21
STELLENBOSCH	LOCAL			"		
LOCAL MUNICIPALITY		MRS. G. METLER	021-8888025	"	01/07/20	28/02/21
EASTERN CAPE				"		
DEPT. OF EDUCATION	PUBLIC			"	01/04/18	30/10/19
BUFFALO CITY	LOCAL			"		
METRO		MR. N. SIGCAU	043-7051887	"	01/07/16	ONGOING

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE
 Commissioner of Oaths: Justin Coerecious
 Designation: Chartered Accountant (SA)
 SAICA Member No.: 20051913
 Date: 12/07/21
 05 Venus Way, Rocklands, Mitchells Plain, 7785

Junior staff member: Pieter Vorster

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Pieter has completed at least five cycles at the Buffalo City Metropolitan Municipality. In addition, he has also completed one cycle at the Cape Winelands District Municipality and Stellenbosch Local Municipality (Total of 7 cycles).
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Pieter has completed at least three cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Pieter has completed less than one cycle outside of public sector in the last five years.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Pieter has more than 10 years in local government.
4.2	Public sector other than local government experience;	Pieter has more than 10 years experience in provincial government.
4.3	Other sector experience;	Pieter has 3 years private sector experience through various audits performed over a three year period.
5. Highest qualification		
5.1	NQF Level 7	Pieter holds an Honours Degree in Accounting from UNISA (NQF Level 8)
5.2	NQF Level 6 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 5) for a copy of his qualifications.



Pieter Vorster

Junior staff

Information

Name and surname	Pieter Vorster
Date of birth	28 May 1984
Nationality	South African
Gender	Male
Postal address	05 Robberglaan, Elandsrand, Brits, North West
Email address	Vorster.pj@gmail.com
Contact number	079 657 3120
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	12 years
Office location	02 Kleinbosch Street, Hasendal, Kullisriver, 7580

Academic record

Professional memberships	
	None
Post University	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	SAICA Articles
University	
Institution	University of South Africa (UNISA)
Qualifications	BCom: Accounting (Hons)

Work experience

No.	Client
1.	Maquassi Hills Local Municipality
2.	Madibeng Local Municipality
3.	Majhabeng Local Municipality
4.	Tswaing Local Municipality
5.	Dihlabeng Local Municipality
6.	Msukalgwa Local Municipality
7.	Lesedi Local Municipality
8.	Oliver Tambo District Municipality
9.	Blue Crane Route Municipality
10.	Ngwathe Local Municipality
11.	Hlabisa Local Municipality
12.	Buffalo City Metropolitan Municipality
13.	Ladysmith Local Municipality
14.	Cape Winelands District Municipality
15.	Stellenbosch Local Municipality

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA) and related Treasury regulations
- Financial reporting
- International Auditing Standards
- Audit remediation
- Data analysis



We certify that

Pieter Johan Vorster

*having complied with the requirements of the Higher Education Act
and the Institutional Statute, was admitted to the degree of*

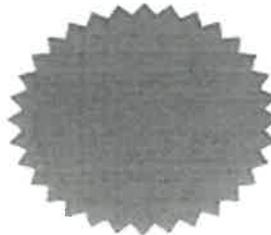
HONOURS BACHELOR OF ACCOUNTING SCIENCE

at a congregation of the University

on 3 June 2009

Vice-Chancellor

University Registrar



L.D. Terblanche
Professional Accountant (SA)
Reg. 4726
COMMISSIONER OF OATHS (RSA)
PROVINCIAL OATHS OFFICER (GAP)
CERTIFIED AUTHORITY

Executive Dean

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Justin Coereclus
Designation: Chartered Accountant (SA)
SAICA Member No.: 20051913

Date:

12/07/21

05 Venus Way, Rocklands, Mitchells Plain, 7785



development lead

03/10/2016

Mr Gerhard Wessels
Logista CA (SA) Inc
PO Box 11275
Halffield
0028

01893812
03041139

Dear Mr Gerhard Wessels

This serves to confirm that the discharge for the following training contract/partnership agreement was processed on 16/02/2011

Leashership Title:	Chartered Accountant	
Leashership Code:	7310010001/004807	
SDL Number:	L180712582	
Trainee Number:	20006416	
Trainee First Name(s):	Phiso	
Trainee Surname:	Vonster	
Trainee ID Number:	8405285080094	
Initial Term Of Training Contract	36 Months	From: 01-Jan-2008 To: 01-Jan-2011
Actual Term Of Training Contract**	36 Months	From: 01-Jan-2008 To: 31-Dec-2010
Required core experience hours:	3600	
Effective(s)	Taxation	

**The actual contract end date includes all remissions, suspensions, and extensions where applicable

*This only applies to employers registered with FASSET, all other employers refer to their SETA

Yours sincerely

PROJECT DIRECTOR: TRAINING
ADRI KLEINHANS



Wag-101, 7 Zulberg Drive, Bruma Lodge, 2116
+27 11 421 6600 +27 11 421 5007

PO Box 59475, Sandring 2100 Johannesburg
08610 SAICA 172422

180100000

SAICA is a member of the International Federation of Accountants (IFAC) and is a member of the Southern African Association of Chartered Accountants (SAAICA)

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE
 Commissioner of Oaths - Justin Coereclus
 Designation: Chartered Accountant (SA)
 SAICA Member No.: 20051913
 Date: 12/02/21
 05 Venus Way, Rocklands, Mitchells Plain, 7785

SCHEDULE D: EXPERIENCE OF PROPOSED TEAM/INDIVIDUAL TO REVIEW SCM COMPLIANCE

The bidder shall insert in the spaces provided below a list of the **team/individual's** demonstrated past work experience in terms of projects related to the review of supply chain management compliance.

Listed projects with invalid or incorrect contact details for the employer and **information not supplied in the format as requested below might result in NO eligibility points scored in this regard due to unintentional administrative oversight**

Employer/ Client	Sector (Local Government, Public, Other)	Contact Person	Telephone number	Description of work <i>(CV's and Reference letters must elaborate broadly to confirm the scope. NB! reference to the specific page numbers must be made in this section)</i>	Start Date	Completion date
CAPE PROVINCE DISTRICT MUNICIPALITY	LOCAL	MR. H. PRINS	021-8685272	SCM DEVIATIONS REVIEW	01/07/19	28/02/21
STELLEN BOSCH LOCAL MUNICIPALITY	LOCAL	MRS G. METTLER	021-855625	"	01/07/19	28/02/21
EASTERN CAPE DEPT. OF EDUCATION	PUBLIC	MR. A. GREEN	0827444610	SCM COMPLIANCE AND IRREGULAR EXPENDITURE REVIEW	01/02/16	30/10/19
SALGA.	LOCAL	MR. N. SEPTEMBER	021-64469829	SCM DEVIATIONS REVIEW	01/08/19	31/08/19

SCM Compliance: Justin Coerecius CA(SA)

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Sector experience (Within last five years)		
1.1	Local government sector experience;	Justin has SCM Compliance experience at a local government level (Cape Winelands District Municipality and Stellenbosch Local Municipality). SCM experience has also been obtained through the various AGSA audits that he has performed on behalf of the AGSA. These engagements were performed during the
1.2	Public sector other than local government experience;	Justin has SCM Compliance experience at a provincial government level, specifically the Eastern Cape Department of Education where he assisted the department in clearing its long standing irregular expenditure qualification area for the first time since 1994.
1.3	Other sector experience;	N/A
2. Other sector experience (Longer than 5 years ago)		
2.1	Local government sector experience;	Justin has SCM Compliance experience at a local government level obtained through the various AGSA audits that he has performed on behalf of the AGSA over the last 7 years.
2.2	Public sector other than local government experience;	N/A
2.3	Other sector experience;	N/A
3. Highest qualification		
3.1	Chartered Accountant	Justin is a registered and qualified Chartered Accountant.
3.2	NQF Level 8	N/A
3.3	NQF Level 7 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 6) for a copy of his qualifications.



Justin Coerecius CA(SA) SCM Compliance

Information

Name and surname	Justin Coerecius
Date of birth	01 July 1988
Nationality	South African
Gender	Male
Postal address	05 Venus Way, Rocklands, Mitchells Plain, 7785
Email address	justin@gpaconsulting.co.za
Contact number	083 607 0971
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	10 years
Office location	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580

Academic record

Professional memberships	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	CA(SA) - 2005/1913
University	
Institution	University of the Western Cape
Qualifications	BCom: Accounting (Hons)

Work experience

No.	Client
1.	Garden Route District Municipality
2.	Cape Winelands District Municipality
3.	Stellenbosch Local Municipality
4.	Swartland Local Municipality
5.	Central Karoo District Municipality
6.	Matzikama Local Municipality
7.	Cape Town International Convention Centre
8.	Saldanha Local Municipality
9.	Phumelela Local Municipality
10.	Eastern Cape Department of Education

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MIFMA) and related Treasury regulations
- International Auditing Standards
- Audit remediation
- Development of correction and restatement methodology
- Training and training material development
- Project and Governance Management
- Process improvement and government compliance
- Financial and performance reporting
- Data analysis



SAICA

THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS

CERTIFICATE OF MEMBERSHIP

This is to recognise that

Justin Abraham Coerecius

*is a member of the Institute and became entitled to the
designation Chartered Accountant (SA) in*

2016

Given under the Common Seal of the Institute

T. Webb
Executive Officer



[Signature]
Chairman

Membership of the Institute and entitlement to the designation is by virtue of membership of one of the societies prescribed in section 1(1) of Chartered Accountants Designation (Private) Act, 1927, as amended.

This certificate is the property of the Institute and must be returned on cessation of membership.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

[Signature]
SIGNATURE

Commissioner of Oaths - Rosemary Jafthas
Designation: Chartered Accountant (SA)
SAICA Member No.: 08200329

Date: 16/07/2021
17 Park Lane Building, Park Lane, Century City, 7441

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Contents

No.	Description	Statutory compliance	Reference
Technical proposal - functionality			
1.	Technical proposal		Technical proposal – Tab 1
2.	Invitation to bid (Excluding returnable schedules)		Technical proposal – Tab 2
Returnable schedules			
A	Expertise and experience of team leader		Technical proposal – Tab 3
B	Expertise and experience of manager		Technical proposal – Tab 4
C	Expertise and experience of junior staff member		Technical proposal – Tab 5
D	Experience of proposed team / individual to review SCM compliance		Technical proposal – Tab 6

Please refer to the Price proposal (second envelope) for the additional statutory documentation that forms part of this RFQ submission.

12 July 2021

Cape Winelands District Municipality
29 Du Toit Street
Stellenbosch
7600

To: Mr. H. Prins
CC: Mrs. F. du Raan-Groenewald

Ref: Q2021/056

Dear Sir / Madam,

It is my pleasure to submit our technical proposal in response to your Request for Quotation (RFQ): Review of the Annual Financial Statements and provide the Cape Winelands District Municipality with advice.

With an engagement of this nature, the municipality positions itself at the forefront of driving necessary reform within the public sector sphere and GPA would be honoured to partner with the municipality.

Through this submission we undertake to unpack the following in response to municipality's "ask":

1. Our administrative compliance: This section details our assessment against the minimum administrative requirements as set out in the RFQ;
2. Our company experience: This section details our assessment against the functionality requirements as set out in the RFQ;
3. Our project team: This section provides an overview of the project team that will deliver on this engagement in line with the requirements set out in the RFQ;
4. Our references: This section provides an overview of the contactable references where similar work has been performed previously;
5. Our project approach: In this section we provide an overview of the approach that we typically follow for an engagement of this nature and our proposed communication management plan; and
6. Our skills transfer approach: This section unpacks the approach followed by the team in relation to the level of engagement with the municipality's finance team, as well as illustrating at a high-level the benefits that would be realised by the municipality through an engagement of this nature.

Finally, we at GPA wish to commend the municipality on their proactive stance in driving credible and reliable financial reporting through an undertaking of this nature. We hope that through our submission we can sufficiently demonstrate our enthusiasm at the prospect of partnering with a municipality such as yours.

If you have any questions regarding our submission, or require additional information, please contact me directly at 083 607 0971 or justin@gpaconsulting.co.za.

Yours faithfully,



Justin Coereusius CA (SA)
GPA Consulting and Training (Pty) Ltd
Director

What is GPA ?



Established

GPA Consulting and Training ("GPA") was **established** in response to a duty to serve the citizens of South Africa in driving much needed transformation within the public sector. As it currently stands, across all tiers of government there is a need for sustainable reform and adequate training to be implemented in order for quality public service delivery to be facilitated. With basic public service delivery being critical to all South Africans - GPA recognises the imperative and serves to be a pioneer for positive change.



Capability

From a **capability** perspective, the GPA network is comprised of a diverse array of unique skill sets and experience within the public sector. The founder of GPA, Garth Pretorius, through many years within the industry has brought together a network of individuals whose skill and experience has the ability to drive the transformation agenda and deliver sustainable solutions.



Operating model

A current challenge that exists across the sector as a whole is the perception around the use of consultants and the associated fee. Through GPA's unique **operating model**, we aim to directly correlate fee with skill deployed. Thus excluding the exorbitant overhead costs associated with professional services firms. As a result, GPA seeks to dispel the negative perception around consultants, further enhanced by the sustainability impact of each tailored solution.



Structure

From a **service offering** standpoint, GPA offers solutions that fall within the ambit of two key pools, namely **consulting and training**. However, these offerings are not to be viewed as mutually exclusive, as with each engagement GPA undertakes to develop a training curriculum and related sustainability plan to suit the client's needs. Our consulting offering draws upon key elements when tailoring solutions to client needs, with these elements including "fit for purpose" solutions that undertake to address unmet needs, as well as an all-encompassing approach to the task at hand.



Agenda

At present the skills and capability deficit within public sector is continuously growing, primarily as a result of an everchanging landscape against which the public sector operates. Should this not be prioritised in the near future, public sector will soon face a "talent crisis" and consequently will be unable to function as a government and deliver effective public services. Through GPA's **training approach and developed curriculum**, client officials are not only gaining the necessary technical understanding, but are provided with the practical skills required to execute against their given role.



Solutions

GPA's **solutions** are cast across three key pools, namely (1) improvement; (2) risk and governance; and (3) data. This offers a diverse solution offering that will consider the holistic needs of the client, as well as the sector as a whole. In addition, GPA boasts a tailored training grid against which competencies are cast in order for relevant training to be facilitated.

Through the **unwavering commitment** of the GPA network, complemented by a refined service offering, GPA has the ability to drive the change that is so desperately needed.

Content

Through effective and lasting transformation we undertake to change the face of public sector and the perception around the use of consultants within this space. Thus, with the modernisation of working principles and tailored solutions underscored by bespoke skillsets, GPA aims to improve the quality of service delivery and the lives of all citizens whom we serve.

<u>Section.</u>	<u>Section name</u>	<u>Pg.</u>
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B.	Our company experience	07
C.	Our project team	11
D.	Our references	19
E.	Our project approach	21
F.	Our skills transfer approach	27



Glossary

The table below lists the acronyms used in this report:

Acronym	Meaning
AFS	Annual financial statements
AGSA	Auditor-General South Africa
APR	Annual performance report
CA(SA)	Chartered Accountant (South Africa)
CFO	Chief Financial Officer
GPA	GPA Consulting and Training (Pty) Ltd
GRAP	Generally Recognised Accounting Practice
MFMA	Municipal Finance Management Act
RA	Registered Auditor
RFQ	Request for quotation
SALGA	South African Local Government Association
SOW	Scope of work
VAT	Value added tax



A

Our administrative compliance

Mapping guide to your requirements: Technical response and functionality

The table below acts as a mapping guide to easily navigate and retrieve the respective documentation that forms part of this submission.

Statutory compliance		Reference
No.	Description	
Technical proposal - functionality		
1.	Technical proposal	Technical proposal – Tab 1
2.	Invitation to bid (Excluding returnable schedules)	Technical proposal – Tab 2
Returnable schedules		
A	Expertise and experience of team leader	Technical proposal – Tab 3
B	Expertise and experience of manager	Technical proposal – Tab 4
C	Expertise and experience of junior staff member	Technical proposal – Tab 5
D	Experience of proposed team / individual to review SCM compliance	Technical proposal – Tab 6

B

Our company experience

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Company experience with local government cont.

GPA Consulting and Training focusses on consulting and training services across all three spheres of government within the public sector. The experience of the firm (i.e. both in terms of years and municipal clients) is equal to that of the two partners.

- Years municipal experience – 15 years
- Municipal clients' services – 11 clients

Furthermore, the project team is well equipped with a diverse range of skills and expertise across various disciplines to be able to successfully deliver on this engagement. Collectively, the project team has more than 35 years public sector experience.

In order to showcase the technical capacity of the firm we provide an overview below of the experience that the two partners have within the municipal accounting environment.

No.	GPA Consulting and Training (Partners)	No. of years' experience in the municipal accounting environment	No. of municipal clients serviced previously (Minimum)*
1.	Garth Pretorius CA(SA), RA	15	11
2.	Justin Coerecius CA(SA)	10	9

* The table above only considers all projects of an accounting / audit nature. Projects of an audit nature have been included here as the audit process is underpinned by the accounting processes of the respective municipality.

Company experience with local government cont.

The table below provides an overview of the municipal experience for Garth Pretorius CA(SA),RA:

No	Client	Financial year	Audit outcome	Nature of project
1.	Kannaland Local Municipality	2014/15	Improved from adverse opinion to an unqualified opinion	Audit support
2.	Laingsburg Local Municipality	2014/15	Maintained an unqualified audit opinion	Audit support
3.	Central Karoo District Municipality	2014/15	Maintained an unqualified audit opinion	Audit support
4.	Cape Winelands District Municipality	2015/16	Maintained a clean audit opinion	Audit support
5.	Prince Albert Municipality	2015/16	Maintained an unqualified audit opinion	Audit support
6.	Garden Route District Municipality	2017/18	Maintained an unqualified audit opinion	AFS and APR Preparation Audit Support
7.	Cape Winelands District Municipality	2018/19 2019/20	Maintained a clean audit opinion	AFS and APR Preparation Audit Support
8.	Stellenbosch Local Municipality	2018/19 2019/20	2018/19: Unqualified 2019/20: Audit currently being finalised	AFS and APR Preparation Audit Support
9.	Saldanha Local Municipality	2018/19 2019/20	Long-term financial planning	
10.	Hessequa Local Municipality	2014/15	Audit performed on behalf of the AGSA	
11.	Central Karoo District Municipality	2017/18	Audit performed on behalf of the AGSA	
12.	Matzikama Local Municipality	2017/18 2018/19	Audit performed on behalf of the AGSA	
13.	Cape Town International Convention Centre (CTICC)	2017/18 2018/19	Audit performed on behalf of the AGSA	

Company experience with local government cont.

The table below provides an overview of the municipal experience for Justin Coerecius CA(SA):

No	Client	Financial year	Audit outcome	Nature of project
1.	Garden Route District Municipality	2017/18	Maintained an unqualified audit opinion	AFS and APR Preparation Audit Support
2.	Cape Winelands District Municipality	2018/19 2019/20	Maintained a clean audit opinion	AFS and APR Preparation Audit Support
3.	Stellenbosch Local Municipality	2018/19 2019/20	Maintained an unqualified audit opinion	AFS and APR Preparation Audit Support
4.	Saldanha Local Municipality	2018/19 2019/20	Long-term financial planning	
5.	Swartland Local Municipality	2011/12 2012/13	Audit performed on behalf of the AGSA	
6.	Central Karoo District Municipality	2015/16 2017/18	Audit performed on behalf of the AGSA	
7.	Matzikama Local Municipality	2015/16 2016/17 2017/18 2018/19	Audit performed on behalf of the AGSA	
8.	Cape Town International Convention Centre (CTICC)	2017/18 2018/19	Audit performed on behalf of the AGSA	
9.	Phumelela Local Municipality	2015/16	Audit performed on behalf of the AGSA	

C Our project team



Key personnel

The proposed project lead (outlined below) was selected in line with the skill set needed for this specific project. The proposed project lead has multi-disciplinary skills and expertise throughout the local government sphere (as well as the other spheres of government) and is therefore well placed to lead and deliver on this project in line with your expectations and requirements. Collectively, the project team has more than 35 years public sector experience. The team set out below are the key personnel that will drive the project.

Team leader



Garth Pretorius CA(SA), RA

Team leader

Project team



Justin Coerecius CA(SA)
Manager / SCM Compliance



Pieter Vorster
Junior staff

A handwritten signature in black ink, appearing to be 'P. Vorster'.

Team leader: Garth Pretorius CA(SA), RA

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Garth has completed two cycles at both Cape Winelands District Municipality and Stellenbosch Local Municipality.
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Garth has completed at least five cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Garth has completed less than one cycle outside of public sector in the last five years.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Garth has more than 15 years local government experience.
4.2	Public sector other than local government experience;	Garth has more than 15 years provincial government experience.
4.3	Other sector experience;	N/A
5. Highest qualification		
5.1	Chartered Accountant	Garth is a registered and qualified Chartered Accountant. He is also a Registered Auditor.
5.2	NQF Level 8	N/A
5.3	NQF Level 7	N/A
5.4	NQF Level 6 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 3) for a copy of his qualifications.



Garth Pretorius CA(SA), RA

Team leader

Information

Name and surname	Garth Pretorius
Date of birth	09 July 1982
Nationality	South African
Gender	Male
Postal address	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580
Email address	garth@gpaconsulting.co.za
Contact number	083 601 1292
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	15 years
Office location	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580

Academic record

Professional memberships	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	CA(SA) - 09041302
Institution	Independent Regulatory Board for Auditors
Qualifications	Registered Auditor - 509376
University	
Institution	University of Kwazulu-Natal
Qualifications	BCom: Accounting (Hons)

Work experience

No. Relevant local government (municipal experience)

1. Kannaland Local Municipality
2. Laingsburg Local Municipality
3. Central Karoo District Municipality
4. Cape Winelands District Municipality
5. Prince Albert Municipality
6. Garden Route District Municipality
7. Stellenbosch Local Municipality
8. Hessequa Local Municipality
9. Matzikama Local Municipality
10. Cape Town International Convention Centre
11. Saldanha Local Municipality

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA) and related Treasury regulations
- International Auditing Standards
- Audit remediation
- Development of correction and restatement methodology
- Training and training material development
- Project and Governance Management
- Process improvement and government compliance
- Financial and performance reporting
- Data analysis

Manager: Justin Coerecius CA(SA)

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Justin has completed one cycle at the Cape Winelands District Municipality and two cycles at the Stellenbosch Local Municipality. (Total of three completed cycles)
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Justin has completed at least four cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Justin has completed less than one cycle outside of public sector.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Justin has 10 years local government experience.
4.2	Public sector other than local government experience;	Justin has 6 years provincial government experience.
4.3	Other sector experience;	Justin has 3 years private sector experience through various audits performed over a three year period.
5. Highest qualification		
5.1	Chartered Accountant	Justin is a registered and qualified Chartered Accountant.
5.2	NQF Level 8	N/A
5.3	NQF Level 7 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 4) for a copy of his qualifications.



Justin Coerecius CA(SA) Manager

Information

Name and surname	Justin Coerecius
Date of birth	01 July 1988
Nationality	South African
Gender	Male
Postal address	05 Venus Way, Rocklands, Mitchells Plain, 7785
Email address	justin@gpaconsulting.co.za
Contact number	083 607 0971
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	10 years
Office location	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580

Academic record

Professional memberships	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	CA(SA) - 20051913
University	
Institution	University of the Western Cape
Qualifications	BCorn: Accounting (Hons)

Work experience

No.	Client
1.	Garden Route District Municipality
2.	Cape Winelands District Municipality
3.	Stellenbosch Local Municipality
4.	Swartland Local Municipality
5.	Central Karoo District Municipality
6.	Matzikama Local Municipality
7.	Cape Town International Convention Centre
8.	Saldanha Local Municipality
9.	Phumelela Local Municipality

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MIFMA) and related Treasury regulations
- International Auditing Standards
- Audit remediation
- Development of correction and restatement methodology
- Training and training material development
- Project and Governance Management
- Process improvement and government compliance
- Financial and performance reporting
- Data analysis

Junior staff member: Pieter Vorster

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Pieter has completed at least five cycles at the Buffalo City Metropolitan Municipality. In addition, he has also completed one cycle at the Cape Winelands District Municipality and Stellenbosch Local Municipality (Total of 7 cycles).
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Pieter has completed at least three cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Pieter has completed less than one cycle outside of public sector in the last five years.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Pieter has more than 10 years in local government.
4.2	Public sector other than local government experience;	Pieter has more than 10 years experience in provincial government.
4.3	Other sector experience;	Pieter has 3 years private sector experience through various audits performed over a three year period.
5. Highest qualification		
5.1	NQF Level 7	Pieter holds an Honours Degree in Accounting from UNISA (NQF Level 8)
5.2	NQF Level 6 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 5) for a copy of his qualifications.



Pieter Vorster

Junior staff

Information

Name and surname	Pieter Vorster
Date of birth	28 May 1984
Nationality	South African
Gender	Male
Postal address	05 Robberglaan, Elandsrand, Brits, North West
Email address	Vorster.pj@gmail.com
Contact number	079 657 3120
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	12 years
Office location	02 Kleinbosch Street, Hasendal, Kullisriver, 7580

Academic record

Professional memberships	
	None
Post University	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	SAICA Articles
University	
Institution	University of South Africa (UNISA)
Qualifications	BComm: Accounting (Hons)

Work experience

No.	Client
1.	Maquassi Hills Local Municipality
2.	Madibeng Local Municipality
3.	Matjhabeng Local Municipality
4.	Tswaing Local Municipality
5.	Dihlabeng Local Municipality
6.	Msukaligwa Local Municipality
7.	Lesedi Local Municipality
8.	Oliver Tambo District Municipality
9.	Blue Crane Route Municipality
10.	Ngwathe Local Municipality
11.	Hlabisa Local Municipality
12.	Buffalo City Metropolitan Municipality
13.	Ladysmith Local Municipality
14.	Cape Winelands District Municipality
15.	Stellenbosch Local Municipality

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA) and related Treasury regulations
- Financial reporting
- International Auditing Standards
- Audit remediation
- Data analysis

SCM Compliance: Justin Coerecius CA(SA)

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Sector experience (Within last five years)		
1.1	Local government sector experience;	Justin has SCM Compliance experience at a local government level (Cape Winelands District Municipality and Stellenbosch Local Municipality). SCM experience has also been obtained through the various AGSA audits that he has performed on behalf of the AGSA. These engagements were performed during the
1.2	Public sector other than local government experience;	Justin has SCM Compliance experience at a provincial government level, specifically the Eastern Cape Department of Education where he assisted the department in clearing its long standing irregular expenditure qualification area for the first time since 1994.
1.3	Other sector experience;	N/A
2. Other sector experience (Longer than 5 years ago)		
2.1	Local government sector experience;	Justin has SCM Compliance experience at a local government level obtained through the various AGSA audits that he has performed on behalf of the AGSA over the last 7 years.
2.2	Public sector other than local government experience;	N/A
2.3	Other sector experience;	N/A
3. Highest qualification		
3.1	Chartered Accountant	Justin is a registered and qualified Chartered Accountant.
3.2	NQF Level 8	N/A
3.3	NQF Level 7 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 6) for a copy of his qualifications.





Justin Coerecius CA(SA) SCM Compliance

Information

Name and surname	Justin Coerecius
Date of birth	01 July 1988
Nationality	South African
Gender	Male
Postal address	05 Venus Way, Rocklands, Mitchells Plain, 7785
Email address	justin@gpaconsulting.co.za
Contact number	083 607 0971
Drivers Licence	Yes
Languages	English, Afrikaans
No. of years experience	10 years
Office location	02 Kleinbosch Street, Hasendal, Kuilsriver, 7580

Academic record

Professional memberships	
Institution	The South African Institute of Chartered Accountants (SAICA)
Qualifications	CA(SA) - 20051913
University	
Institution	University of the Western Cape
Qualifications	BCom: Accounting (Hons)

Work experience

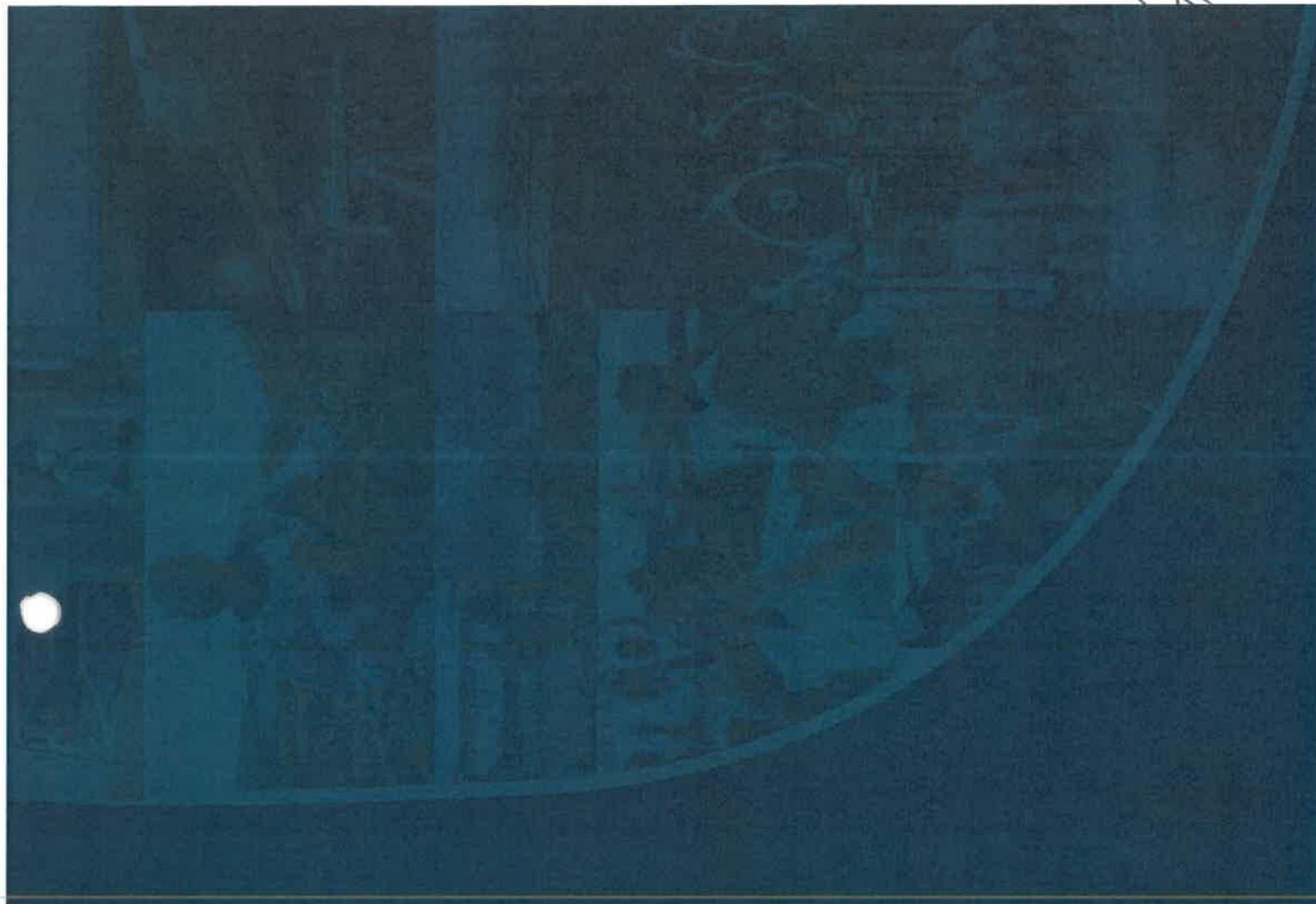
No.	Client
1.	Garden Route District Municipality
2.	Cape Winelands District Municipality
3.	Stellenbosch Local Municipality
4.	Swartland Local Municipality
5.	Central Karoo District Municipality
6.	Matzikama Local Municipality
7.	Cape Town International Convention Centre
8.	Saidanha Local Municipality
9.	Phumelela Local Municipality
10.	Eastern Cape Department of Education

Skills

- Accounting: SA Standards of GRAP, NT Modified Cash Standards (MCS), SA GAAP and International Financial Reporting Standards (IFRS)
- Public Finance Management Act (PFMA), Municipal Finance Management Act (MIFMA) and related Treasury regulations
- International Auditing Standards
- Audit remediation
- Development of correction and restatement methodology
- Training and training material development
- Project and Governance Management
- Process improvement and government compliance
- Financial and performance reporting
- Data analysis

D

Our references



Company experience with local government

The table below provides an overview of institutions where similar services have been rendered prior by the team members forming part of the engagement team:

No.	Relevant enabling legislation	Institution	Municipality	Contact person	Contact number	Duration of the contract	Contract value					
1.			Cape Winelands District Municipality (2016 – 2019)									
2.			Stellenbosch Local Municipality (2016 – 2019)									
3.			Garden Route District Municipality (2016 – 2019)									
4.	MFMA	South African Local Government Association (SALGA) – Municipal Audit Support Programme (MASP)	Prince Albert Municipality (2016 – 2019)	Senior Advisor: Financial Resilience Mr. N. September	021 – 446 9829	05 years	Information not available but can be confirmed with Mr. N. September					
5.			Kannaland Municipality (2014 – 2016)									
6.			Laingsburg Municipality (2014 – 2016)									
7.			Central Karoo District Municipality (2014 – 2016)									
8.			Prince Albert Municipality (2014 – 2016)									
9.			N/A					Cape Winelands District Municipality	Municipal Manager: Mr. H. Prins	021 – 888 5272	2 years	R5 509 144
10.			N/A					Stellenbosch Local Municipality	Municipal Manager: Mrs. G. Mettler	021 – 808 8025	2 years	R7 989 878
11.			N/A					Buffalo City Metropolitan Municipality	Chief Financial Officer: Mr. N. Sigcau	043-705 1887	5 years	TBC with Mr. N. Sigcau



Our project approach

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An overview of our approach

Diagram 1 below provides an overview of the approach that we typically follow for a project of this nature. This approach will be reviewed and amended accordingly as we progress through the project and subject to the services required by the municipality.

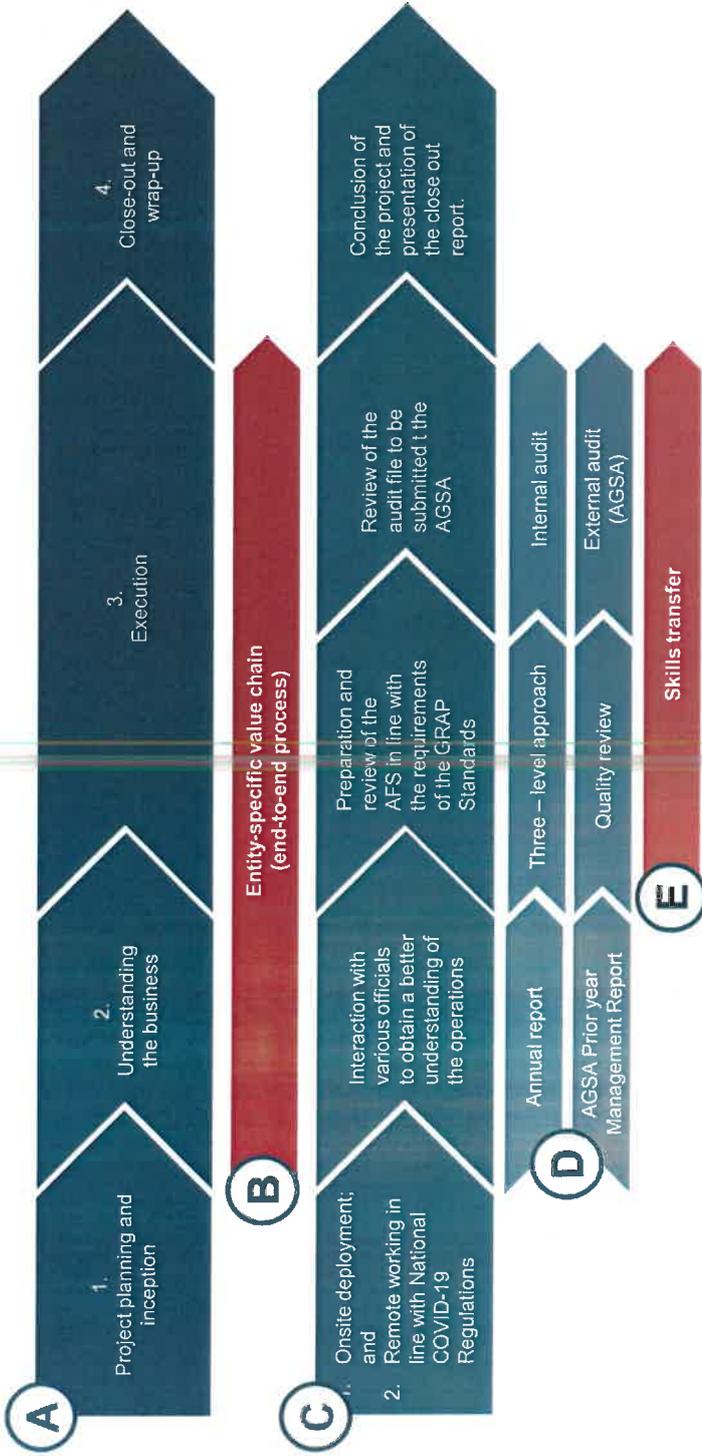
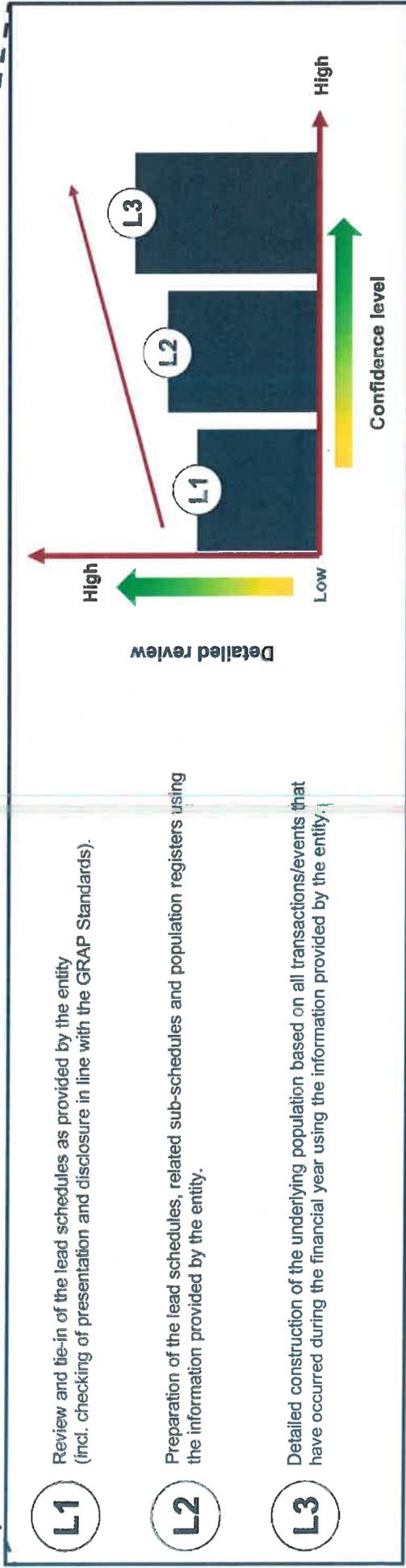
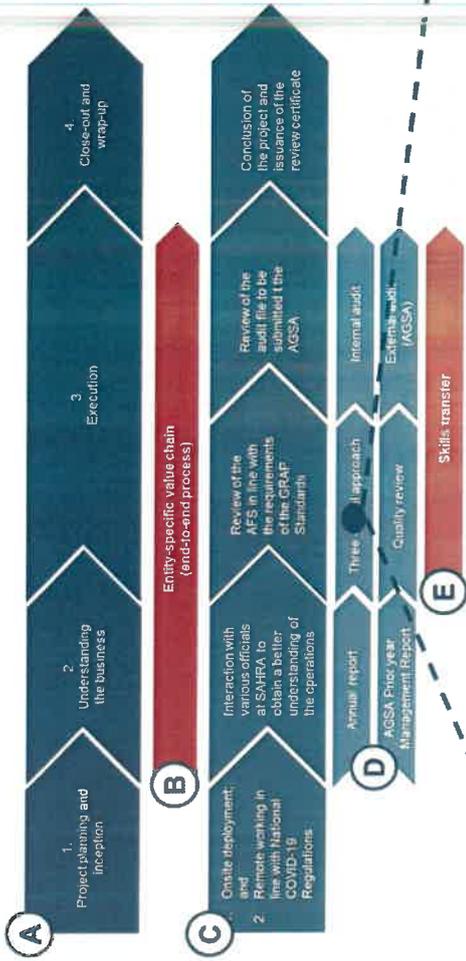


Diagram 1: Overview of the project approach

A closer look at the three-level approach

Diagram 2 below provides an overview of the three-level approach that we typically apply in line with the requirements as set out in the SOW. In addition, we also provide an indication of the increase in the confidence level when a level 1 AFS review is performed compared to the confidence level that will be achieved for the services performed at a level 3 considering that the intensity of the work performed increases across the three levels.



- L1** Review and tie-in of the lead schedules as provided by the entity (incl. checking of presentation and disclosure in line with the GRAP Standards).
- L2** Preparation of the lead schedules, related sub-schedules and population registers using the information provided by the entity.
- L3** Detailed construction of the underlying population based on all transactions/events that have occurred during the financial year using the information provided by the entity.

Diagram 2: Overview of the three-level approach

A closer look at the three-level approach cont.

Detailed below is a high-level overview of the specific activities relevant to each level, as well as the volume of work and related detailed review that can be expected for the technical accounting services to be provided. Similar to the previous page, we have also indicated the related level of confidence that will be achieved at each level of detailed review.

L1 Review and tie-in of the lead schedules to the AFS as provided by the entity (incl. checking of presentation and disclosure in line with the GRAP Standards):

- Review of the AFS presentation and disclosure in line with the:
 - GRAP Standards;
 - NT Reporting Guidelines (incl. related regulations);
 - MFMA (incl. related regulations); and
 - Other relevant considerations and ASB directives issued.
- Alignment check to the reported performance information (where applicable).

L2 Preparation of the lead schedules, related sub-schedules and population registers using the information provided by the entity

- Agree all account balances and classes of transactions to the AFS disclosures and to the supporting lead schedules;
- Review of the relevant accounting policies;
- Check the validity of the reported financial performance in light of the reported and budgeted financial results;
- Compliance check of the FAR against the GRAP Standards; and
- Assist with the preparation of the audit file (if necessary).

L3 Detailed construction of the underlying population based on all transactions/events that have occurred during the financial year using the information provided by the entity

- Detailed review at a transactional level for all account balances, classes of transactions and disclosures;
- Specific transactions selected for testing based on the following considerations:
 - Balances arising from the implementation of GRAP 17 (incl. amounts per the FAR);
 - Specific account balances as per management's request;
 - Transactions generated by the procurement process;
 - Transactions and amount (here management have indicated the need for corrective actions to be taken);
 - The areas where the AGSA has identified the need for improvement in its management report, including emerging matters which could affect the current year audit;
 - Financial information generated from key objectives and indicators; and
 - Those transactions and balances which are the subject of monthly, quarterly and annual reporting.

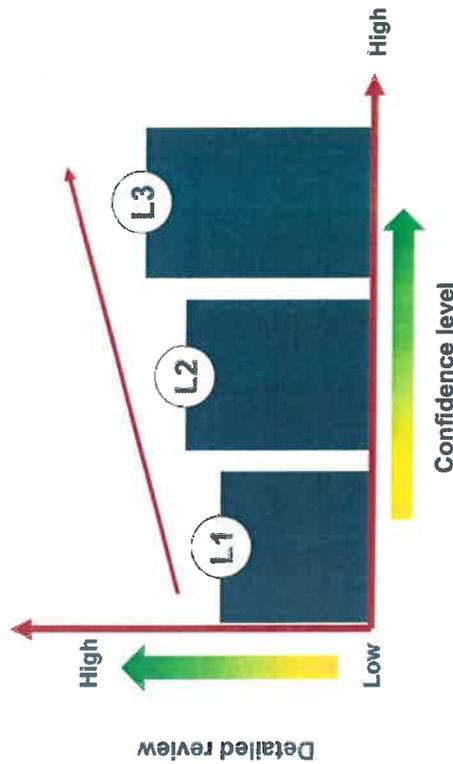


Diagram 3: Overview of the work performed within each level and the related confidence obtained

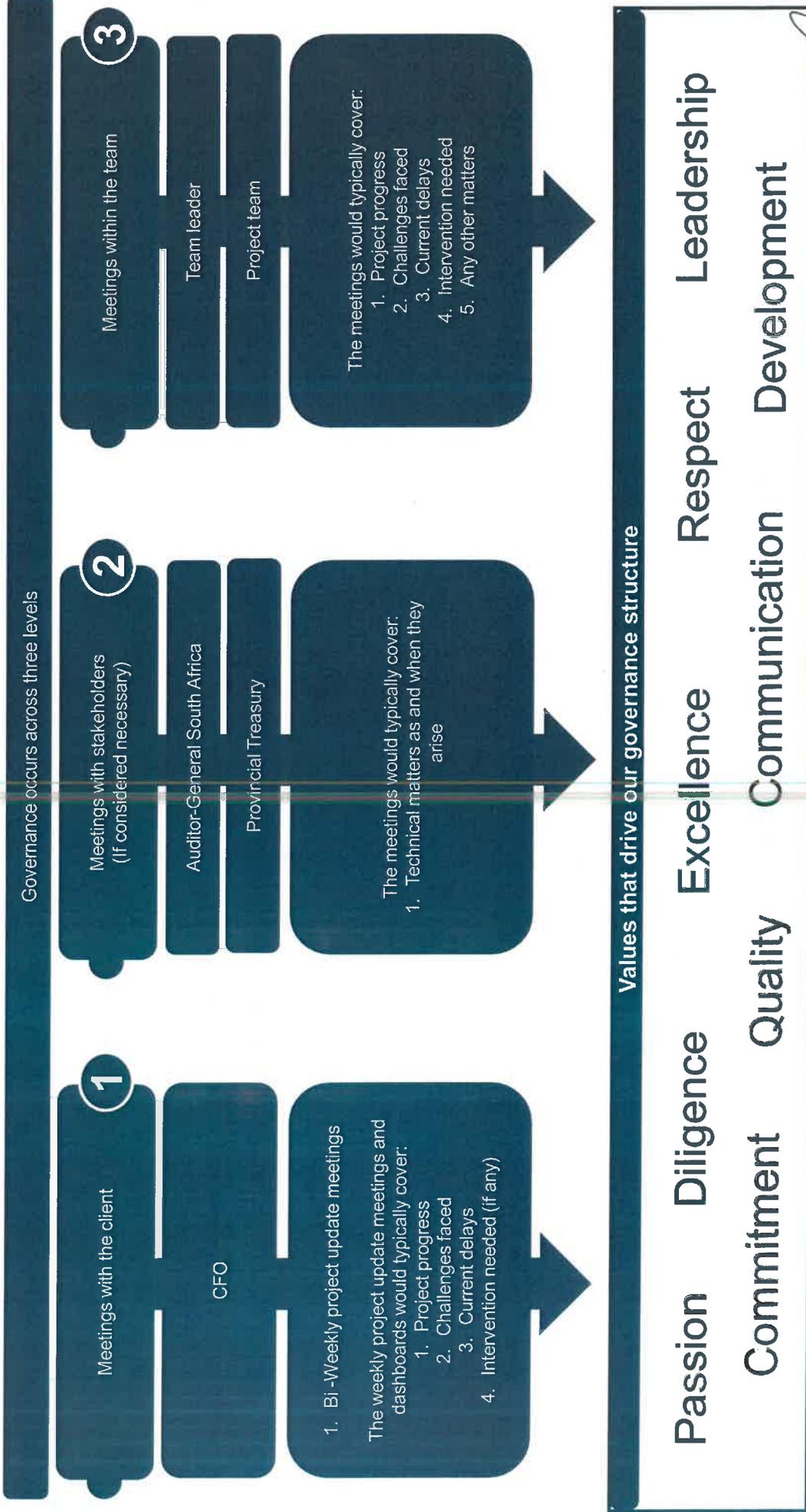
Project management plan

The table below provides a high-level overview of the project management plan. The specific dates will be confirmed during the project kick-off meeting and the project management plan will be finalised shortly thereafter.

No.	Activity / Deliverable	Timeframe											
		August 2021					Sep '21	Oct '21	Nov '21	Dec '21			
		Week 1	Week 2	Week 3	Week 4	Week 5							
1. Project kick-off and planning													
1.1	Project kick-off;	■											
1.2	Finalisation of the project plan post the kick-off meeting;	■											
2. Annual financial statements													
2.1	Review of the AFS;	■	■	■	■	■							
2.2	Review of the AFS in accordance with the GRAP Checklist;			■	■	■							
3. Fixed Asset Register													
3.1	Comprehensive review of the fixed asset register in accordance with the GRAP Checklist;	■	■	■	■	■							
4. Supply chain management (SCM)													
4.1	Review of SCM and compliance related matters, relating to, but not limited to, deviation transactions and SCM related disclosures;	■	■	■	■	■							
5. Audit support*													
5.1	Provide inputs, comments and recommendations on findings issued by the AGSA;									■	■		
6. Ad-hoc matters*													
6.1	Provide inputs, comments and recommendations on any ad-hoc matters as determined by the CFO;		■	■	■	■				■	■		
7. Project wrap-up													
7.1	Project close out												■
<i>The audit support and ad-hoc matters will be quoted for as and when necessary.</i>													

Communication management plan

Below is our proposed communication management plan for the project. Regular, continuous and open lines of communication are further critical aspects to be considered for the successful delivery on any project. Our proposed plan below provides an overview of the communication protocol and processes to be adopted. This plan will also be formalised during the project planning and inception phase.



F

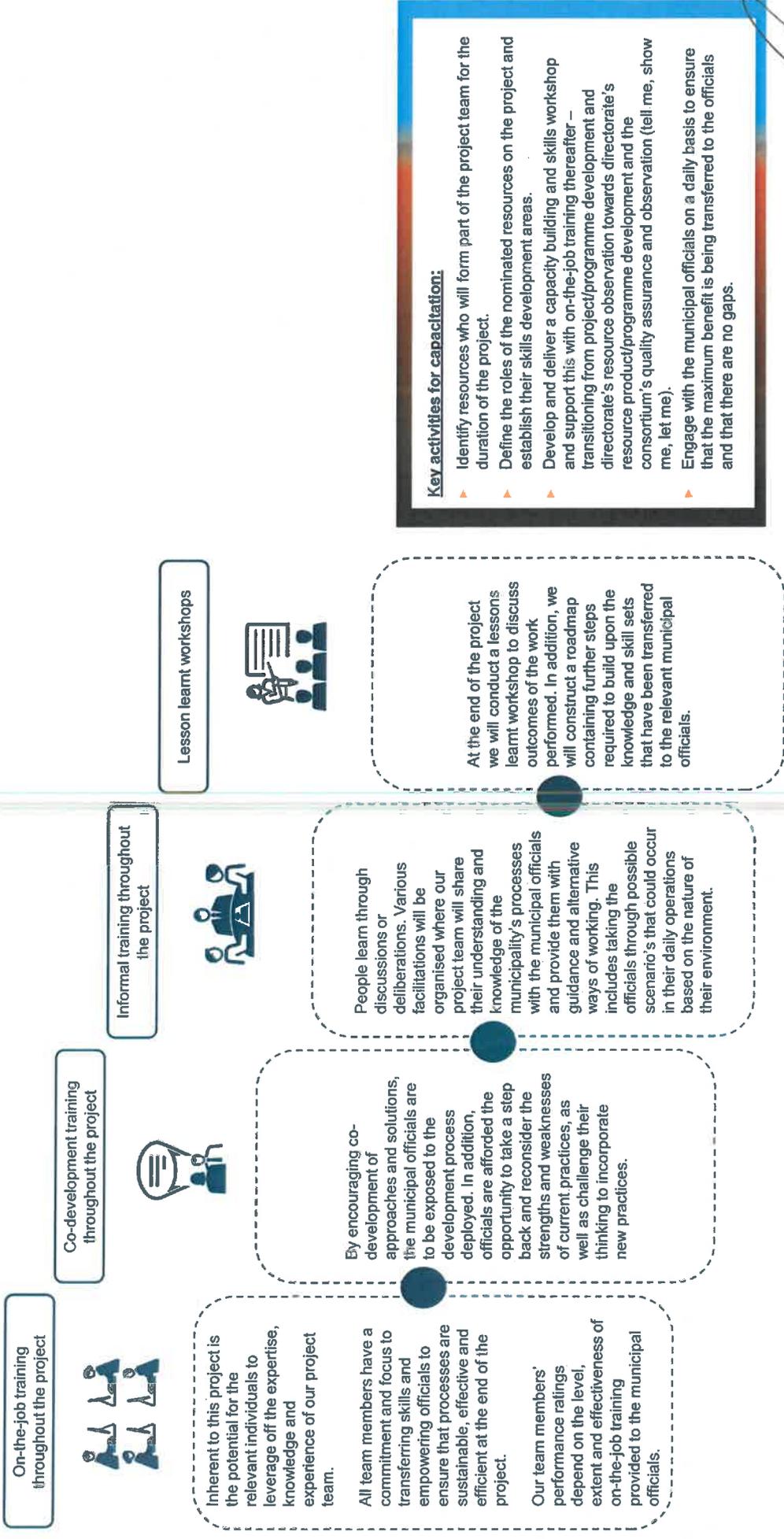
Our skills transfer approach

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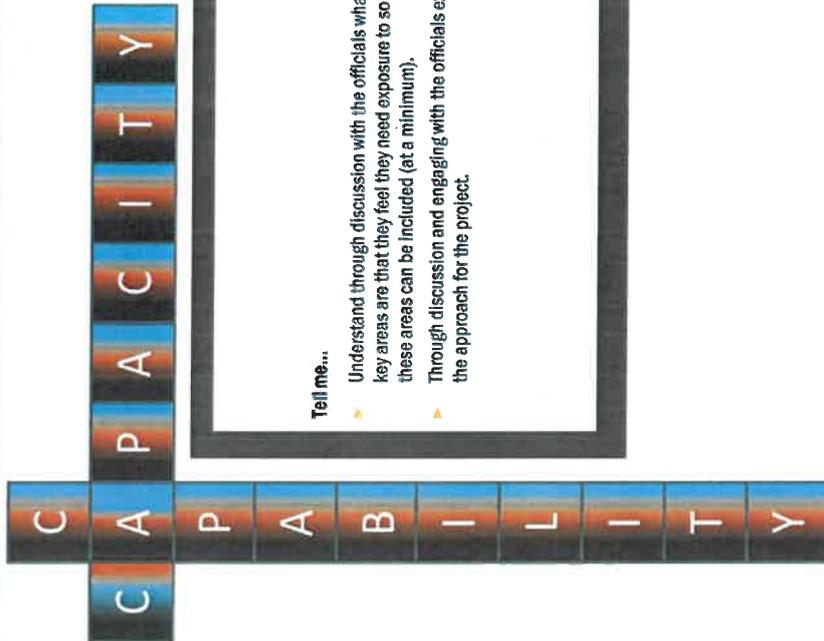
Skills transfer approach

Our capacitation and capabilities approach will allow the municipal officials to become part of our team and enjoy the journey alongside us. Our approach is an inclusive one where all officials impacted will be involved and be exposed to our knowledge, skills and client commitment.

Our capacitation and capabilities approach will consist of the following key elements incorporated across the project phases identified.



Skills transfer approach cont.



Tell me...

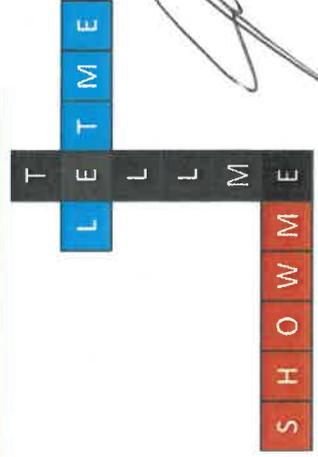
- ▶ Understand through discussion with the officials what the key areas are that they feel they need exposure to so that these areas can be included (at a minimum).
- ▶ Through discussion and engaging with the officials explain the approach for the project.

Show me...

- ▶ Practically demonstrate what is required.
- ▶ Show where the required information is extracted from.
- ▶ Address any questions that the officials might have to further provide clarity and enhance their thinking and understanding.

Let me...

- ▶ Allow the officials to work alongside the project team to consolidate the "tell me" and "show me".
- ▶ Assess the officials' understanding of what was explained under "tell me" and "show me".
- ▶ Provide further guidance on which areas need to be corrected and why these areas do not align with the expected level of understanding



Skills transfer approach cont.

The table below provides an overview of the minimum skills transfer modules to be rolled out over the period of the project.

No.	Skills transfer modules*	Delivery method	
		On-the-job training	Formal training
1.	Preparation of the AFS	■	■
2.	Updating and application of the accounting policies	■	
3.	Interpretation of the applicable GRAP Standards	■	
4.	Application of the relevant standards and frameworks	■	
5.	Review of the AFS	■	■
6.	AFS Compilation: CaseWare and drafting of AFS	■	
7.	SCM Compliance	■	

*The modules listed above are not an exhaustive list. The skills transfer modules to be rolled out through the formal training sessions will be agreed with the municipality upfront and amended in line with the municipality's requirements and expectations.

Team leader: Garth Pretorius CA(SA), RA

The table below provides an overview of the minimum requirements to be met by the firm in line with the requirements set out in the RFQ.

No.	Requirement per RFQ	Response
1. Local government experience (Within last five years)		
1.1	Three completed cycles;	Garth has completed two cycles at both Cape Winelands District Municipality and Stellenbosch Local Municipality. (Total of four completed cycles)
1.2	Two completed cycles;	N/A
1.3	One completed cycle;	N/A
1.4	Less than one cycle;	N/A
2. Public sector other than local government experience (Within last five years)		
2.1	Three completed cycles;	Garth has completed at least five cycles at a provincial government level, specifically at the Eastern Cape Department of Education.
2.2	Two completed cycles;	N/A
2.3	One completed cycle;	N/A
2.4	Less than one cycle;	N/A
3. Other sector experience (Within last five years)		
3.1	Three completed cycles;	N/A
3.2	Two completed cycles;	N/A
3.3	One completed cycle;	N/A
3.4	Less than one cycle;	Garth has completed less than one cycle outside of public sector in the last five years.
4. Other sector experience (Longer than 5 years ago)		
4.1	Local government sector experience;	Garth has more than 15 years local government experience.
4.2	Public sector other than local government experience;	Garth has more than 15 years provincial government experience.
4.3	Other sector experience;	N/A
5. Highest qualification		
5.1	Chartered Accountant	Garth is a registered and qualified Chartered Accountant. He is also a Registered Auditor.
5.2	NQF Level 8	N/A
5.3	NQF Level 7	N/A
5.4	NQF Level 6 or lower	N/A

Please refer to the next page for his profile as well as the Technical proposal (Tab 3) for a copy of his qualifications.