

**INVITATION TO QUOTE: BEY-SCM-169**

**SERVE AS A MEMBER OF THE AUDIT COMMITTEE OF DBNLM**

The Beyers Naudé Local Municipality hereby invite quotations for registered in terested sservice providers / persons with the requisite qualifications and skills to serve as a member of its audit committee.

**BACKGROUND**

Council is reuired to constitute an Audit Committee in order to comply with the provisions of Section 166 of the Municipal Finance Management Act No.56 of 2003. The existance of an independant Audit Committee will enhance Corporate Governance and the transparency of council administration and shall give the local community / ratepayers confidence in the council’s stewardship over the utilisation of public funds.

**TERMS OF OFFICE REMUNERATION**

The successful candidates will be appointed for an initial period of 3 years, which may at the council’s discretion, be renewed for another year upon expiry. The contract will be reviewed annually based on performance and attendance.

Persons appointed to the Audit committee will be remunerated at rates commensurate with the approval from the council which include a service rate for attendance of meetings, reimbursements for travelling, accommodation and incidental cost. Adhoc meetings will be calculated based on a pro rata hourly rate.

**PROPOSED MEETING INTERVALS**

The audit committee meets at least 4 times a per annum (quartely) but may have to attend special meetings where considered necesary.

**REQUIREMENTS**

A relevant degree or equivalent qualification in accounting, risk management, performance management, auditing or certified internal audit (CIA) and experienced interrnal auditors functioning at senior level will have preference. Proven expertise and experience in the fields of financial management; risk management; performance managementand internal auditing is a pre requisite. Preference will be given to incumbents with specialist knowledge of Business Performance Mangement; and practical application of National Treasury Performance Framework; as is applicable to municipalities.

**KEY FUNCTIONS**

Persons interested in this functions and who are eminently qualified therefore will be expected to advise the council, municipal manager and senior management on the following matters, amongst others;

Internal Audit; Internal Financial Controls; Accounting Policies; Risk Management; Adequate, reliablity and accuracy of financial reporting and information; Performance Evaluation; Corporate Governance, Compliance with relevant Legislation; Any other issues referred to by the municipality; Examine and review tha annual financial statements before final approval; respond to the council on any issues raised by the Auditor General South Africa; Reporting to the Executive Council on quarterly basis.

A covering letter must be accompanied by a detailed CV, inclusive of certified copies of qualification certificates and identity document with the application.

Applicants who have not b een contacted / notified within 4 weeks of the closing date of this asdvert should consider themselves unsuccessful.

Tenders must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY-SCM-169**", not later than **12h00 on Friday, 03 August 2018** and will be opened in public immediately thereafter.

Note:

1. Faxed, e-mailed or late quotations will not be accepted.
2. The quotation will be evaluated on 80/20 system.
3. A current certified Municipal (rates & services) clearance certificate to be submitted.
4. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
5. For further details contact Gerrar Maya at 071 141 0047, Email: mayag@bnlm.gov.za

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.

1. 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. 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.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:……………………………………………..

3.2 Identity Number: ………………………………………………………………………………….

 3.3 Position occupied in the Company (director, trustee, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5Tax Reference Number:…………………………………………………………………………

3.6VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity

numbers and state employee numbers must be indicated in paragraph 4 below.

3.8Are you presently in the service of the state?**YES / NO**

3.8.1If yes, furnish particulars. ….……………………………………………………………

……………………………………………………………………………………………..

**¹**MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

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);

a member of the accounting authority of any national or provincial public entity; or

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.

3.9Have you been in the service of the state for the past twelve months? ………**YES / NO**

 3.9.1If yes, furnish particulars.………………………...……………………………………..

 ……………………………………………………………………………………………. 3.10Do you have any relationship (family, friend, other) with persons

 in the service of the state and who may be involved with

 the evaluation and or adjudication of this bid?………………………………… **YES / NO**

 3.10.1If yes, furnish particulars.

 ………………………………………………………………………………

 ………………………………………………………………………………

3.11Are you, aware of any relationship (family, friend, other) between

 any other bidder and any persons in the service of the state who

 may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1If yes, furnish particulars

…………………………………………………………………………………

……………………………….……............................................................

3.12Are any of the company’s directors, trustees, managers,

principle shareholders or stakeholders in service of the state? **YES / NO**

 3.12.1 If yes, furnish particulars.

 ……………………………………………………………………………….

 ……………………………………………………………………………….

3.13 Are any spouse, child or parent of the company’s directors

 trustees, managers, principle shareholders or stakeholders

in service of the state? **YES / NO**

 3.13.1If yes, furnish particulars.

……………………………………………………………………………….

……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers,

principle shareholders, or stakeholders of this company

have any interest in any other related companies or

business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

……………………………………………………………………………..

……………………………………………………………………………..

# 4. Full details of directors / trustees / members / shareholders.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Identity Number** | **State Employee Number** |
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 ………………………………….. ……………………………………..

 **Signature Date**

 …………………………………. ………………………………………

 **Capacity Name of Bidder**