

## MUTALE MUNICIPALITY

QUOTATION NO: MLM 001/2013

### QUOTATION DESCRIPTION: PREPARATION OF ANNUAL FINANCIAL STATEMENTS

Suitable and qualified service provider with excellent track record, who has previous municipal record in preparation of Annual Financial Statements and has produced excellent results are hereby invited to submit quotation (proposal) for the above assignment.

Scope of work is as follows:

1. Review Accounting policies for compliance with financial reporting standards
2. Compile AFS in accordance with financial reporting framework together with Municipal finance staff using caseware
3. Assist in responding and clearing audit queries
4. Assist with Adjusting journal entries and adjusting AFS
5. Assist in preparation of Audit File
6. Skills transfer and coaching

Requirements to be attached:

- Original valid Tax clearance certificate
- Proof that bidders municipal accounts or directors municipal accounts are not in arrears (Municipal Clearance not older than 3 months)
- Company profile showing previous experience and references
- Company registration certificate
- BBBEE verification certificate issued by SANAS or accredited Audit firm
- Bidders Certified copies of ID document
- 

NB: Mutale municipality reserves the right to make appointment and the lowest quotation does not guarantee appointment. No late, faxed or e-mailed quotation will be accepted

Closing date: 16 July 2012 @ 12H00

Quotation should be deposited in the tender box at Mutale Municipality offices at physical address: New office building, next to Mutale Traffic Training college, TSHILAMBA, MUTALE, 0956

Enquiries: Acting CFO @ 015 967 9608

TG NETSHANZHE

MUNICIPAL MANAGER