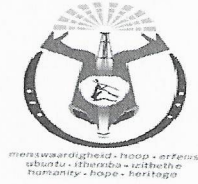


Ubuntu Municipality



ADVERT

BID DESCRIPTION: COMPILATION OF GRAP COMPLIANT ASSET REGISTER REGISTER BID NUMBER: MLM/SCM/02/2020

Bids are invited from suitably qualified, capable and experienced bidders for the Compilation of GRAP compliant Asset Register. Bid documents containing conditions of Tender will be available from 09 March 2020 at Ubuntu Local Municipality, Finance Department, 78 Church Street, Victoria West. A non-refundable fee of R500.00 will be charged for each set of documents issued or downloaded. A proof of payment must accompany the submission. Compulsory briefing session will be held on 27 March 2020 at Victoria West Library at 11H00. Complete tender documents, fully completed in BLACK INK, priced and signed, must be sealed in an envelope clearly marked **COMPILATION OF GRAP COMPLIANT ASSET REGISTER BID NUMBER: MLM/SCM/02/2020** must be deposited in the Tender Box at No.78 Church Street, Victoria West, the Finance Department at the above physical address, by no later than **12:00** on the 17 April, 2020

Ubuntu Local Municipality is not compelled to accept the lowest or any tender. No late, faxed or telephonic tenders will be accepted. Tenders will be evaluated in accordance with the Ubuntu Municipality Supply Chain Management Policy; Municipal Supply Chain Management Regulations Gazette No. 27636, 30 MAY 2005, 2005; Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulation of 2017.

Pre-Qualification Criteria

- Project Manager qualified and professionally registered the Engineering Council of South Africa (ECSA); with a minimum of 5 years of asset management experience.
- Project Accountant qualified and professionally registered with the South African Institute of Chartered Accountants (SAICA); with a minimum of 5 years of asset management experience.
- Professional property valuer registered with the South Africa Council for the Property Valuers Profession - SACPVP)
- Only tenders with the following pre-qualification criteria will be considered:
 - Level 1 BBBEE contributor; and
 - EME which is at least 51% owned by black people

SCOPE OF WORK

The successful service provider is expected to prepare the 2019/20, 2020/21 and 2021/22 financial year asset registers for **ALL** immovable and movable assets (including Heritage; Intangible; Land and Investment Property assets) in compliance the GRAP accounting standards and mSCOA requirement. The scope of work is as follows;

- Obtain and review the existing Property, Plant & Equipment (PPE) assets register and ensure correctness and completeness thereof in line with the relevant GRAP standards;
- Gather and analyses available support documentation of previous years' audits and list audit findings related to assets and actions to be followed to address findings;
- Define asset classification at component level as per mSCOA hierarchy;
- Annually verify all immovable assets;
- Annually verify all movable assets (inventory list to be provide for every office) and compilation of the list of redundant assets for disposal;
- Document condition assessment assumptions for all assets;

- In line with the provisions of the GRAP standards, review the expected useful lives (EUL) and remaining useful lives (RUL) and impairments of all assets annually;
- Unbundling (componentisation) of all completed infrastructure assets and any other asset of the municipality that may have been omitted from the asset register using fair value adjustment method.
- Spatially link all assets into Geographic Information System in Planet GIS format (as currently used by Municipality);
- Acquire deeds of all properties in the municipal jurisdiction area to update land and investment property register;
- Prepare investment properties register in accordance with the requirements of GRAP 16
- Perform assessment and disclosure for Heritage Assets;
- Calculation of provision for Landfill restoration according to GRAP 19 and attend to audit queries;
- Annually update work in progress register (WIP) with all supporting schedule and invoices;
- Prepare appendix B & C as per the prescribed Annual Financial Statements format;
- Annually review and update the asset management policy to ensure GRAP compliance
- Provide the supporting documents and the methodology used for all the adjustments made to Land Asset Management Policy and Asset Register.;
- Prepare methodology documentation and present to Auditor General;
- Assist the municipality with responding to audit queries related to assets; and
- Transfer of skills to municipal resources.

NB: The minimum qualifying score required for functionality is 70% to be further evaluated in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Policy Framework Act, 5/2000 and preferential procurement regulations of 2017.

Enquiries related to this tender must be addressed to Mr C van Wyk (Asset management) or Mr AR Botha (Supply Chain Management) of Ubuntu Local Municipality at Tel: (053) 621 0026.

Mr. Mposha D
ACTING MUNICIPAL MANAGER