



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

**REQUEST FOR PROPOSAL [RFP/TSW01/2021-2022: PROPOSAL
FOR COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL
STATEMENTS FOR FINANCIAL YEAR 2020-2021 AND 2021-2022**

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REQUEST FOR PROPOSAL
RFP/TSW01/2021-2022: PROPOSAL FOR COMPILATION OF GRAP COMPLIANT
ANNUAL FINANCIAL STATEMENTS FOR FINANCIAL YEAR 2020-2021 AND 2021-
2022 (2 years)

Proposals are hereby invited from suitably accredited service providers to assist Tswelopele Local Municipality to compile GRAP Compliant Annual Financial Statements for the 2020-2021 and 2021-2022 financial year (oversight on auditor General enquiries and Audit, training relevant personnel and compiling GRAP Compliant Financial Statements).

Proposals marked "Annual Financial Statements" for the attention of the Municipal Manager must be submitted in a sealed envelope marked "**RFP/TSW01/2021-2022**" and be deposited in the tender box located at Tswelopele Local Municipality no later than Monday, 03 May 2021, 12H00 at the following physical address: Tswelopele Local Municipality Offices, 01 Bosman Street, Civic Centre, Bultfontein, 9670.

The proposal will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the municipality using the following: Bidders will first be evaluated on functionality to determine their responsiveness and suitability to the municipal/tender requirements and lastly, bidders will be evaluated Stage 2 - 80/20 preference point system (80 points= price and 20 points= preference points as per BBBEE) in line with the Preferential Procurement Policy Framework Act.

Terms of reference are placed on the website www.tswelopele.gov.za from 15th of April 2020. Proposals which are late or submitted by facsimile or electronically will not be accepted. The municipality does not bind itself to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof or to disclose reasons for their decision. Enquiries can be directed C Ndlovu (Manager: Expenditure and Payroll) and PJ Loape (Supply chain management Practitioner) during office hours at 051 8531111.

Municipal Manager
MRE Mogopdi.

1. OVERALL OBJECTIVES

- 1.1. In awarding this proposal, the Tswelopele Local Municipality expects to, at minimum, achieve the following objectives:
 - 1.1.1. Compile Annual Financial Statements (AFS) for the 2020/21 and 2021/22 financial years that fully complies with the applicable Generally Recognized Accounting Practice (GRAP) standards;
 - 1.1.2. Improved audit evidence and well prepared audit files in line with the National Treasury guidelines;
 - 1.1.3. Skills transfer to key employees within municipality who will be seconded to the project;
 - 1.1.4. Improve/maintain on the current audit opinion (i.e. unqualified audit opinion for 2019/20).
- 1.2. Prospective Service Provider (PSP) must demonstrate specific experience in providing the services required by Tswelopele Municipality with regard to AFS preparation. Furthermore, PSPs must demonstrate that they have a proven track record in compiling AFS for municipalities, more specifically for local municipalities.

2. REQUIRED DOCUMENTS

- 2.1. PSP are requested to submit the following documents together with the proposals:
 - 2.1.1. Certified copy of the company registration certificate / CK Forms / Certificate of Incorporation (certified by SAPS or a duly authorised person / body) reflecting active members (except for sole-traders and partnerships) must be attached;
 - 2.1.2. Valid company Tax Clearance Certificate must be attached (CSD Pin maybe requested at a later stage and PSP are advised to ensure continuous compliance with CSD on tax matters;

- 2.1.3. A valid Broad Based Black Economic Empowerment Certificate or sworn affidavit [in cases where PSP wants to claim BBBEEA points];
- 2.1.4. Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months. (circular 62), in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached, lease agreement alone will not be accepted.
- 2.1.5. A company profile including details and reference of where similar work has been undertaken, in Municipalities of the similar capacity (specifically local municipalities);
- 2.1.6. Reference letters [from various municipalities] that confirm that the officials to be seconded to the project have compiled AFS must be attached for the purpose of claiming points for functionality.
- 2.1.7. MBD forms submission is a requirement and such forms are obtainable on the Municipal Website [www.tswelopele.gov.za – Home – Documents – MFMA Documents - Supply chain Management - SCM Forms – MBD Forms (i.e MBD 1, MBD 2, MBD 3.1, MBD 3.2, MBD 3.3, MBD 4, MBD 6.1, MBD 7.1, MBD 7.2, and MBD 9)]
- 2.2. Proposals submitted must include a project plan in the form of a Gantt Chart detailing key activities and tasks with key milestones and projected dates of delivery, taking into account legislated dates;
- 2.3. It is the intention of the Municipality to finalise the evaluation / adjudication processes and issue an appointment letter by 01 June 2021. As such project plan must be considered from this date. However, PSP must indicate the time frame for each deliverable as monitoring compliance with the schedule will be based on the number hours/days allocated per deliverable;
- 2.4. PSP must develop a Gantt Chart in line with the legislated dates for submission of AFS to the Auditor General.

- 2.5. PSP must indicate the Team that will be seconded to this project by at least indicating their names; qualifications and relevant experience in terms of similar assignments / projects (please take note that this team must be available on full time basis from date of appointment till conclusion of the audit). Summarised Curriculum Vitae of officials to be seconded to this project must be submitted together with the proposal, specifically highlighting where similar work has been undertaken;
- 2.6. Assessment will be done on an individual basis as far as experience is concerned (i.e. the employee to be assigned to the project to eliminate the instances where a company with a good track record on this assignment, assign individuals/employees with limited experience to the municipality). Experience of a company [as a juristic person] will also be considered as methodologies used by the company in previous similar work maybe vested in the company.
- 2.7. Detailed skills transfer program for the purpose of skills transfer to municipal officials who will be seconded to this project. At a minimum, the Municipality will avail relevant officials for the purpose of skills transfer on all deliverable [i.e. debtors; creditors; PPE; etc];

3. OTHER IMPORTANT MATTERS

- 3.1. Only one proposal per PSP will be considered.
- 3.2. Should the need arise, your company will be expected to present its proposal to the Municipality at the date, time and place which will be determined by the municipality should your company be short-listed. Travelling cost to this effect will be borne by the PSP [and shall not form part of the reimbursement];
- 3.3. If your company is successful, it will be expected to enter into a Service Level Agreement with the Municipality, prior to commencement of the work. The Municipality reserves the right to cancel the appointment made with a Service Provider who is not willing to conclude a Service Level Agreement with the Municipality in this regard. It is specifically recorded that the terms of appointment are those of the municipality and as such the agreement to be concluded will be provided by the municipality;

- 3.4. No faxed proposals will be accepted and the municipality is not bound to accept the lowest proposal and reserves the right to accept the proposal wholly or partially;
- 3.5. PSPs who are not registered on the Central Supplier Database are urged to urgently register as such [non-registration will lead to disqualification] and should further update their status on regular basis [especially regarding tax matters];
- 3.6. Failure to comply with the above mentioned conditions may invalidate your proposal.

4. SCOPE OF WORK

- 4.1. The scope of work is for the preparation of Annual Financial Statements.
- 4.2. Therefore, the scope of the work entails review/compilation of Annual Financial statements. PSPs should take note that the municipality will have a separate service provider where the tenders are awarded to two different service providers. Therefore, the successful Service Provider for FAR component will be responsible for providing AFS disclosures regarding assets to the Service Provider of the AFS component and reviewing the disclosures done thereof. The AFS service provider reserves the right to review the FAR disclosures where it is necessary to do so.
- 4.3. The project will entail detailed analysis and correction of specific problems (i.e. misallocations, known-errors, etc.);
- 4.4. Review of the financial records and assistance with adjusting journals to ensure accuracy / correctness of the Trial Balance figures;
- 4.5. Assist with the year-end stock count (including Game / Livestock which is situated in both Bultfontein and Hoopstad);
- 4.6. Draft set of AFS must be ready by Friday, 27th August 2021 for submission to the Audit Committee/Internal Audit Unit for review;
- 4.7. Compile the AFS for 2020/21 for submission to Auditor General of South Africa by Monday, 31 October 2021;

NB – The service provider will be required to submit cover letter addressed to the municipality by the Reviewer of the AFS attesting to the accuracy of the Annual Financial Statements based on information made available by the municipality and that any errors identified by him/her and municipality have been corrected to his/her satisfaction. This is done as they may be tendencies by some Service Providers not to thoroughly review the AFS before submission to auditors with the intention of effecting corrections during audit.

- 4.8. AFS (including notes, workings and schedules) will have to be compiled / done on CaseWare software which will be provided by the municipality. Therefore, it is essential that PSP is well conversant with this software. See evaluation criteria on this aspect under functionality assessment;
- 4.9. Compilation of all audit files for 2020/21 in line with National Treasury guidelines;
- 4.10. Addressing audit queries raised by Auditor General during audit (that is on the 2020/21 AFS) and adjust accordingly where necessary / as agreed upon with the AGSA;
- 4.11. Detailed skills transfer program for the purpose of skills transfer to municipal officials who will be seconded to this project.

5. ALLOCATION OF HOURS TO THE PROJECT

- 5.1. The municipality has noted instances of Service Providers allocating very limited hours [which results in lower costing for the project at the submission stage] on projects of this nature. However, such hours gets exhausted during the implementation phase and Service Providers raise additional invoices based on the extra hours. The extra hours result in the tendered amount [which was used to determine the lowest acceptable tender] being exceeded. Thus the possibility of irregular expenditure exists;
- 5.2. Thus it is important that PSP focus the total costs of providing the service. For example, with a submission at a cost of R750 000, PSP will be expected to provide the required services at a cost of up to R750 000 [irrespective of the number of hours utilised];
- 5.3. Below is sample of hours that were utilised during the 2020/21 financial year for the compilation of Annual Financial Statements;

Compilation of 2020 AFS - Total time spent without taking into account discounts given:

	<u>Hours</u>
Senior Consultant (CA) SA	639.50
Junior Consultants	432.25
	<u><u>1,071.75</u></u>

- 5.4. The above is an illustrative purposes only. PSP must still estimate hours based on the skills and experience of the consultant to be seconded to the project. Furthermore, note should be taken that the proposal may be awarded only in June [with only one month towards year end].

6. COSTING AND EVALUATION OF THE PROPOSAL

- 6.1. PSPs are requested to follow the model below so that proposals can easily be comparable:

AFS Component (excl. FAR)	Rxxx xxx
VAT (where applicable)	<u>R xx xxx</u>
Total	Rxxx xxx
Disbursements	<u>R xx xxx</u>
Total cost	Rxxx xxx

- 6.2. Disbursements / travelling costs shall be kept to actual costs (up to maximum of 10% of the Total). The onus rests with the PSP to provide original proof of expenditure. Failure to prove actual expenditure may result in the claim being rejected.
- 6.3. The proposal must make provision to pay for GRAP 25 reports from their own funds and they will be reimbursed on actual cost [plus VAT] by the municipality. The municipality reserves the right ito which Service Provider will be used [appointed];
- 6.4. PSP must provide the total cost of the project and not provide estimates as this makes it difficult to compare prices during evaluation. For example, a PSP who quote R750 000 and then indicate/states that “additional hours will be billed at actual costs” [to which cost to such hours cannot be determined at the evaluation stage will be eliminated]. Thus, if PSP quote R750 000, the project must be executed fully at the

maximum cost of R750 000. Therefore, if the total price for the services cannot be determined at the evaluation stage, PSP will be regarded as non-responsive and be eliminated.

- 6.5. For each and every invoice submitted, the Municipality reserves the right to retain 10% of the invoice value [excluding VAT]. This amount will be paid out accordingly after submission of the 'close-out report'. This will exclude GRAP 25 reports, which will be paid at cost and disbursements.
- 6.6. It should be noted that the 10% retention will also be used as part of consequence management. In this regard, the retention may not be paid out at the end of the project should there be obvious errors in the audit report qualifications (if any) that could have been avoided if due care and diligence was exercised by the PSP. The retention maybe used to correct such discrepancies by the appointed Service Provider or another Service Provider [where the appointed Service Provider is unable to do so].
- 6.7. Travelling / claim for kilometres must be quoted at the rates as provided by the Department of Transport on a month-to month basis for 'private vehicles'.
- 6.8. Criteria to determine functionality will entail: qualification and skills based on project personnel's curriculum vitae; reference of similar work / general experience in compilation of AFS; experience in compiling AFS specifically for local municipality; methodology of compiling the AFS, preparation of the audit file and skills transfer plan; etc. [the full details are entailed in the latter part of this section].
- 6.9. All invoices will be accompanied by a Progress Report and the Municipality has up to 30 days to make payment (from date of receipt of invoice and not from invoice date as Service Provider sometimes fail to submit invoices on time);
- 6.10. PSP will be subjected to functionality and technical capability / ability of the PSP to perform / render the required services successfully. PSPs who scores less than 70% at this stage will not qualify for the next stage;
- 6.11. The municipality understands that companies [as juristic persons] do not compile AFS but the individual employees [natural person] compile AFS. Accordingly, major emphasis will be on the individual employees to be seconded to the project. This is to guard against companies which have a proven track record over the years, to which

there is no more adequate skills/personnel to sustain such. Nonetheless, the municipality also understand that companies [juristic person] may hold methodologies that have proven to be successful ito AFS compilation. Accordingly, such will also be considered in the evaluation/adjudication.

7. FUNCTIONALITY REQUIREMENT [AFS]

7.1. The following is the evaluation criteria for functionality on the AFS Component

EVALUATION CRITERIA ON FUNCTIONALITY FOR ANNUAL FINANCIAL STATEMENTS COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAX.SCORE
1. Qualification and skills based on Project Personnel's CV [Individuals to be seconded to Tswelopele Municipality]	To award the compilation of the AFS to experienced Companies / Individuals with the view of producing credible set of AFS that comply with GRAP requirements [thereby eliminate material adjustments during the audit]	- 1 point for a Jnr Consultant;	4	5	100
		- 2 points for 2 Jnr Consultants;	8		
		- 3 points for 1 Chartered Accountant;	12		
		- 4 Points for a Chartered Account & 1 or 2 Jnr Consultants and	16		
		- 5 points for 2 or more Chartered Accountants and 1 or 2 Jnr Consultants.	20		
NB: The CV must highlight the personal details of the officials/consultant to be seconded to this project. Main focus must be on the qualification and experience in compilation of annual financial statements for local municipalities.					
2. Reference to similar work / general experience in compilation of AFS for local municipality in the last five years. [NB: this is specifically to the officials to be seconded to the project]. Attach reference letters which confirm that the officials to be seconded to the project have	To ensure that the appointed Service Provider/Individual has adequate track record/experience in compilation of AFS for local municipalities	- 1 Point: Compiled AFS for 1 entity / one financial year	2	5	
		- 2 Points: Compiled AFS for 2 entities / two financial years	4		
		- 3 Points: Compiled AFS for 3 entities / three financial years	6		
		- 4 Points: Compiled AFS for 4 entities / four financial years	8		

has compiled AFS for entity in concern [contact details must be provided for the relevant entity].		- 5 Points: Compiled AFS for 5 and more entities / more than five financial years	10		50
NB: Highlight instances [for each Consultant to be seconded to the project] where the Consultant has compiled AFS for local municipalities [financial years must clearly be indicated]. The reference letter must come from the entity/municipality and clearly show the financial years in this regard.					
3. Knowledge and experience ito using the information technology systems [Munsoft Financial System and CaseWare System]	To ensure that companies/individuals with knowledge ito of using the Munsoft Financial System and CaseWare System as these are critical.	- 1 Point: having compiled AFS for one financial year where both systems [Munsoft & CaseWare] were used pre-mSCOA implementation	5	5	75
		- 3 Points: having compiled AFS for one financial year where both systems [Munsoft & CaseWare] were used post-mSCOA implementation	10		
		- 5 Points: having compiled AFS for two financial year where both systems [Munsoft & CaseWare] were used post-mSCOA implementation	15		
NB: The municipality is using Munsoft Financial System as its main financial system and it's important that the Consultant to be seconded to the project possess an 'above average' knowledge of the system to retrieve reports from the system. Furthermore, it is the COGTA / municipal directive that AFS must be done from CaseWare and the Consultant to be seconded to the project possess an 'above average' knowledge of CaseWare.					

4. Time schedule with clear deadlines to the deliverables (including adequate allocation of hours during the implementation/compilation phase)	To award the proposal to companies/individuals who will meet/archive critical due dates to ensure that AFS are submitted on time to Audit Committee / Internal Audit Unit and Auditor General.	- 1 Points: For companies / individuals who indicate at a minimum number of hours per component of the AFS,	2	5	50
		- 2 Points: For companies / individuals who indicate at a minimum number of hours per component of the AFS, allocating sufficient time for review of the draft set of AFS by their Chartered Accountant,	4		
		- 3 Points: For companies / individuals who indicate at a minimum number of hours per component of the AFS, allocating sufficient time for review of the draft set of AFS by their Chartered Accountant, finalising AFS to enable review by Audit Committee and Internal Audit Unit,	8		

		- 4 Points: For companies / individuals who indicate at a minimum number of hours per component of the AFS, allocating sufficient time for review of the draft set of AFS by their Chartered Accountant, finalising AFS to enable review by Audit Committee and Internal Audit Unit, making provision for submission of the AFS by the legislated date.	10		
NB: PSP must indicate the hours/days that will be allocated per deliverable [i.e. debtors; creditors; revenue; expenditure; etc] such that key deadlines [i.e. submission to Audit Committee; Internal Audit Unit; AGSA; etc] pertaining to AFS are met. At minimum, PSP must use the line items as per the statement of financial positions and statement of financial performance [NB: Use the line items as they appear in 2019/20 AFS for Tswelopele].					
5. Review of the AFS by a qualified Chartered Accountant [other than the person who compiled AFS] who has compiled / reviewed AFS for local municipalities in the last five years.	To ensure that AFS are reviewed by an independent person [qualified Chartered Accountant] to minimise material errors [adjustment during the audit] thereby ensuring / promoting quality AFS.	- 1 Point: Review by a Chartered Accountant who has compiled AFS for local municipalities [1 entity or 1 financial year] in the last 5 years;	3	5	75
		- 2 Points: Review by a Chartered Accountant who has compiled AFS for local municipalities [2 entities or 2 financial years] in the last 5 years;	6		

		- 3 Points: Review by a Chartered Accountant who has compiled AFS for local municipalities [3 entities or 3 financial years] in the last 5 years;	9		
		- 4 Points: Review by a Chartered Accountant who has compiled AFS for local municipalities [4 entities or 4 financial years] in the last 5 years;	12		
		- 5 Points: Review by a Chartered Accountant who has compiled AFS for local municipalities [5 entities or 5 financial years] in the last 5 years	15		
NB: Provision must be made for submission of the draft set of AFS to a qualified Chartered Accountant for review prior to submission to the relevant stakeholders. The cost for this service must be provided for by the PSP in his/her costing. A report by the Reviewer / CA (SA) will be required as a proof of review. Details of the Reviewer must be submitted with proposal as this will form part of the evaluation / adjudication process.					
6. Preparation of the audit file for AFS in line with National Treasury guidelines	To award the proposal to companies/individuals who will be able to compile adequate audit file to support the figures in the AFS when such/AFS are submitted to AGSA.	- 1 Point: For making reference to providing an Audit File	5	5	50
		- 3 Points: Points for making reference to Audit File; providing a detailed methodology on the audit file and committing to provide and electronic audit file to AGSA/Municipality.	10		

NB: Supporting documents for all figures in the AFS must be prepared during the compilation of the AFS process [rather than at the end of the compilation process as this has in many cases led to submission of AFS without supporting documents].

7. Skills transfer plan to municipal employees [including a workshop post the submission of the AFS to address the skills deficiencies that would have been identified by the Service Provider during the compilation process].	To ensure that there is skills transfer to municipal employees to reduce dependency on outsourcing	- 1 point: For making reference to how skills transfer will be done	4	5	50
		- 3 points: For making reference to how skills transfer will be done and making reference to specific areas of skills transfer [informed by gap analysis]	6		
		- 5 points: For making reference to how skills transfer will be done; making reference to specific areas of skills transfer [informed by gap analysis] and for a detailed skills plan with clear timelines.	10		
Total			100 (total Weight)		500(MPS)

NB: The municipality will allocate officials [per component: Creditors, Debtors, Expenditure, Revenue, etc] to the appointed Consultants to whom capacity building and skills transfer must be done. Therefore, each invoice from the Consultants relating to such components must be accompanied by a signed representation by a municipal official that such municipal official has received training on such aspects/areas.

8. CLOSING DATE AND TIME

- 8.1. Closing date and time of submission of proposals will be Monday, 03 May 2021 at 12h00.
Failure to adhere to the time frame indicated above will invalidate your proposal.
- 8.2. No forms of electronic submission shall be accepted [fax, dropbox link, download via data sticks; etc.]. All submissions should be hard copies.
- 8.3. Proposals marked “Annual Financial Statements” for the attention of the Municipal Manager must be submitted in a sealed envelope marked “RFP/TSW01/2021-2022” and be deposited in the tender box located at Tswelopele Local Municipality’s Offices situated at 01 Bosman Street, Civic Centre, Bultfontein, 9670;
- 8.4. The tender box is accessible between 08H00 – 16H00 during the week days [submission over the weekends and public holiday is discouraged];
- 8.5. No acknowledgement of receipt shall be done as proposals must be deposited into the tender box [do not submit to municipal officials]

9. CONTRACTUAL AND REPORTING ARRANGEMENTS

- 9.1. Management of the tasks listed above will be managed as per the description in the relevant Service Level Agreement to be concluded and signed between the municipality and the successful service provider;
- 9.2. With respect to the project, the successful service provider will work with designated Project Sponsor from the municipality including municipal officials who will be seconded to the project for the purpose of skills transfer;
- 9.3. Service Providers must identify a Project Manager that will be duly mandated to represent the successful service provider during the duration of the contract, who will serve as liaison between the Service Provider and the municipality;

Note should be taken that the municipality is the one appointing the Service Provider and that such appointment is subjected to the successful Service Provider concluding

a Service Level Agreement with the municipality. The terms and conditions of appointment [including consequence management] will be discussed with the successful Service Provider [and where there is no agreement in this regard, the municipality reserves the right to consider appointing an alternative Service Provider who will undertake provision of these services under the same terms and conditions].

10. REPORTS

- 10.1. Progress reports will be submitted every week by Friday [or Monday] from the date of appointment until the end of October 2021 [or till submission date] when the AFS is submitted;
- 10.2. Progress report should compare the actual performance against the planned performance as detailed in the project plan to determine if the process is on track to meet the agreed upon time frames [deadlines];
- 10.3. Ad hoc reports may be requested by the Municipal Manager / Chief Financial Officer / Directors at given time during the duration of the project;
- 10.4. Close-out Report will be required as determined in Service Level Agreements, immediately after the AFS is submitted to the AGSA in October 2021 [this report must highlight the risk areas identified and recommendations on how such should be managed during the audit period] and Final Close-out Report must be submitted to the municipality immediately after the Audit Report [audit opinion] has been issued by AGSA [this should include recommendations on how the municipality can maintain/improve the audit outcome that would have been issued by AGSA].

11. CONTRIBUTION BY THE MUNICIPALITY

- 11.1. The municipality will provide working space for the successful Service Provider;
- 11.2. Provide the relevant information and access to key officials to enable the successful Service Provider to complete their tasks;
- 11.3. Make available staff to be seconded to the project for skills transfer purposes;

11.4. The Municipality will not be making available the Management Report and Fixed Asset Register to any PSPs due to risk factors associated with such documents being in the public domain. Only the signed audit report and audited Annual Financial Statements will be made available. The later are already in the public domain [municipal website inside the annual report]. Final MR and FAR will only be shared with the successful Service Provider.

(NB: full details regarding the obligations of the successful service provider and that of the municipality will be included in the Service Level Agreement).

MRE. Mogopodi
Municipal Manager

Date: _____