

## **LOCAL MUNICIPALITY – UMKHANDLU WENDAWO**

## **SCM OFFICE**

**PO BOX 15, Estcourt, 3310, Physical Address: Civic Building, Victoria Street, Estcourt, 3310**

**Tel. No.: 036 342 7800, Fax:** 036 352 5829 **Email**: [londiwe@ilm.gov.za](mailto:londiwe@ilm.gov.za)

Dear Sir / Madam

**REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can be emailed to [londiwe@ilm.gov.za](mailto:londiwe@ilm.gov.za) or hand delivered to Civic Building, Victoria street 3310 by no later than 07/05/2018 at 12h00.

The following conditions will apply:

* Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
* Price(s) quoted must be firm and must be inclusive of VAT.
* A firm delivery period must be indicated.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Londiwe Mazibuko

**SCM OFFICER**

**SCHEDULE**

**Proposed scope of work**

The significance of the above informed the following envisaged scope of work:

**Immovable Assets**

1. Identification of data gaps and preparation of asset verification plan;
2. Spatial analysis of completeness of immovable assets;
3. Conduct physical assessment, spatial linking and componentization in accordance with the GRAP accounting framework;
4. Identification and spatial linking of all below ground assets through technical network assessment;
5. Identification and recognition of impairments based on physical assessment;
6. Reconciliation of verified assets with the general ledger to the extent to which financial and technical information, such as as-built drawings and bill of quantities are available;
7. Establishment of asset register as at 30 June 2016 to provide a basis for comparative disclosure;
8. Identification, componentization and recognition of capital projects completed within the period 1 July 2016 to 30 June 2018
9. Accounting support relating to the preparation of adjusting journals and disclosure notes to be included in the annual financial statements;
10. Preparation of the 2017/18 fixed asset register and supporting working papers; and
11. Provision of audit support pertaining to the scope of assets.

**Movable Assets**

1. Verification of all movable assets;
2. Identification, valuation and recognition of previously omitted movable assets;
3. Identification and recognition of impairments based on physical assessment;
4. Review of remaining useful lives and residual values;
5. Reconciliation of verified assets with the general ledger, including capitalization of all new asset identified and acquired though the 2018 financial years; and
6. Accounting support relating to the preparation of adjusting journals and disclosure notes to be included in the annual financial statements; and
7. Preparation of the 30 June 2018 fixed asset register and supporting working papers; and
8. Provision of audit support pertaining to the scope of assets.

DELIVERY ADDRESS:

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Estcourt

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