

SPECIFICATIONS ON CONDITIONS ASSESSMENT ON BOTH MOVABLE AND INFRASTRUCTURE ASSETS OF WRDM AND ANCILLARY FACILITIES FOR PERIOD OF 2021/22 AND 2022/23.

**TERMS OF REFERENCE**

**1. INTRODUCTION**

West Rand District Municipality (WRDM) hereby invites tenders from experienced Services Providers/ Companies (Assessors) to conduct an assessment on movable, immovable, intangible assets and investment property over a period of 2 years (2021/22 and 2022/23).

**2. SCOPE OF WORK FOR 2021/22 AND 2022/23 COVERING WRDM AND ANCILLARY FACILITIES**

- Condition assessments (useful lives, residual value and impairment assessment) on movable assets.
- Condition assessments (useful lives, residual value and impairment assessment) on immovable assets.
- Condition assessments (useful lives, residual value and impairment assessment) on intangible assets.
- Condition assessments (fair value adjustment based on current market prices) on investment property.
- Professional advice on whether revaluation of assets are required or to keep assets at cost price

**3. MINIMUM REQUIREMENTS**

- Company directors must be registered with relevant accounting professional bodies (SAICA, SAIGA, SAIPA, ACCA, CIMA, SAIBA, etc.)
- Registered Professional and Certified Accountants as part of the team (SAICA, SAIGA, SAIPA, ACCA, CIMA, SAIBA, etc.)
- ECSA approved Engineer OR equivalent relevant professional body (Registered Professional Engineers)
- Registered Professional Valuer as part of the team
- Extensive knowledge of General recognised Accounting Practice (GRAP) 16
- Extensive knowledge of GRAP 17
- Extensive knowledge of GRAP 21
- Extensive knowledge of GRAP 26
- Extensive knowledge of GRAP 31
- Extensive knowledge of municipal standard chart of accounts (mSCOA)

**4. DELIVERABLES**

- Information to be submitted to the WRDM Annual Financial Statement team in a report format (Appendix B which supports to notes to PPE, Investment property and intangible assets).
- Assists in answering audit queries regarding valuations and changes undertaken.
- Able to assist in aligning trial balance with assets registers

**5. REPORTING FORMAT**

- The assessment to be forwarded to the WRDM in both Microsoft Excel and hardcopy form.
- Methodology followed must be documented in detail and be in compliance with GRAP standards and mSCOA reforms listed above.

- The hardcopy format must ring binded in nature and one copy will be required.

#### 6. TIMEFRAME FOR DELIVERABLES

The first services to be provided for 2022 must be completed before end of June 2022.

#### 7. COST ESTIMATES

Budget breakdown to be provided for each financial year.

#### 8. EVALUATION CRITERIA

The tender will be evaluated on 80/20 preference point system where price will be 80 points and B-BBEE status level points will be 20 points.

##### 8.1. FUNCTIONALITY SCORING

Bidders who fail to obtain 67 points on functionality will be automatically eliminated.

The table below indicates the functionality criteria that will be utilised during the assessment.

NO.	DESCRIPTION	WEIGHTS
1.	<p>Bidder must demonstrate experience in executing projects of this nature. Bidders must have a minimum 2 of years' experience:</p> <p>Less than 2 years = 0 points            2 years = 2 points            3-5 years = 4 points            6-8 years = 6 points            9-11 years = 8 points            12 years and above = 10 points</p> <p>Bidders must attach a company profile</p>	10
2.	<p>Track record on similar projects in local government (i.e. municipalities)</p> <p>Bidders are requested to provide appointment letters with their corresponding reference letters in the respective client's letterhead.</p> <ul style="list-style-type: none"> <li>• 3 projects = 5 points</li> <li>• 4 projects = 10 points</li> <li>• 5 projects and above = 20 points</li> </ul> <p><b>N.B An appointment letter without a reference letter will not be considered or vice versa.</b></p>	20
3.	<p>Knowledge and expertise of the team to be assigned to the projects. Bidders must attach CV and accreditation certificates of individuals to be assigned to the projects.</p> <p>Company directors must be registered with relevant accounting professional bodies (SAICA, SAIGA, SAIPA, ACCA, CIMA, SAIBA, etc.)</p> <p><b>Project leader</b></p>	50

	<p>Registered Professional and Certified Accountants as part of the team (SAICA, SAIGA, SAIPA, ACCA, CIMA, SAIBA, etc.) with extensive knowledge of GRAP standards (GRAP 16, 17, 21, 26 &amp; 31) and mSCOA reforms = 20 points</p> <p><b>Other team members</b></p> <ul style="list-style-type: none"> <li>• At least two (2) registered Professional and Certified Accountants as part of the team (SAICA, SAIPA, SAIGA, ACCA, CIMA, SAIBA, etc.) with extensive knowledge of GRAP standards (GRAP 16, 17, 21, 26 &amp; 31) and mSCOA reforms = 10 points</li> <li>• At least one (1) ECSA approved engineer OR equivalent relevant professional body (Registered Professional Engineers) = 10 points</li> <li>• At least one (1) registered Professional Valuer as part of the team = 10 points</li> </ul> <p><b>NB: Bidders should attach the certificates of GRAP training for the project team.</b></p>	
4.	<p>Proof of skills transfer on projects undertaken</p> <ul style="list-style-type: none"> <li>• 3 projects = 5 points</li> <li>• 4 projects = 10 points</li> <li>• 5 projects and above= 15 points</li> </ul>	15
5.	<p>Skills transfer plan for WRDM officials: explain how this will be done and measured = 5 points</p>	5
	<b>TOTAL</b>	<b>100</b>