



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **18/01/2022**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **134870**

Kindly furnish this office with a written quotation for supply of services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than 26/01/2022 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
One Month	Vat recovery for a period of one month as per the below scope of work		

A. Description of Services to be rendered:

1. Make VAT 201 monthly submission to the South African Revenue Services (SARS) for the month of January 2022
2. Follow up and ensuring the recovery of any VAT refund for the month of January 2022 or payments to SARS for any VAT due in order to prevent interest penalties from SARS for the VAT of January 2022.
3. Compiling supporting schedules and documents for the month to support the VAT 201 in a manner that is clear and understandable to the Auditor General South Africa (AG).
4. Prepare a working paper that details the work done and agrees to the supporting schedules that supports the VAT 201.
5. Submit proposed journals to be processed in the accounting system in order to record the VAT 201 amounts for the month of January 2022. The proposed journals should take into account that VAT is accounted for at an accrual basis of accounting by the municipality while SARS accounts for VAT at a cash basis.
6. Submit a VAT reconciliation between the Accrual Basis of accounting used by the municipality and Cash Basis as outlined in point 5 above.
7. Attend to SARS queries that might arise relating to the VAT 201 submission for the month of January 2022.
8. Review the input VAT apportionment formula currently used and advice on its correctness.
9. Review the VAT accounts used by the municipality and advice on their compliance with mSCOA regulations.
10. Ensure skills transfer to relevant municipal staff members.

B. Minimum Requirements:

1. Team Capacity:

- a. The team leader must be a registered tax practitioner with the South African Revenue Services (SARS). *Proof of registration or membership as Tax Practitioner either from SARS or any of the controlling professional bodies stated above (namely; IRBA or SAICA or SAIPA) recognised by SARS must be submitted.*
- b. The team leader must be a member in good standing with either The Independent Regulatory Board of Auditors (IRBA) or the South African Institute of Chartered Accountants (SAICA) or the South African Institute of Professional Accountants (SAIPA). *Proof of membership with the stated professional bodies must be submitted.*
- c. The team leader must have experience of at least 7 years as a member of the above stated professional bodies (IRBA or SAICA or SAIPA). *Proof of membership of the body must be submitted.*
- d. The team leader must in overall have at least 10 years working experience in the commerce industry, namely: accounting and auditing, or finance or taxation environment. *A Curriculum Vitae (CV) must be submitted indicated the years of experience and previous work done.*
- e. The manager or supervisor on the team must be a member in good standing of any of the stated professional bodies stated in part a above. *Proof of manager or supervisor membership with any of the three bodies must be submitted.*
- f. Submit a methodology of not more than one page long, outlining how the VAT reconciliation will be done indicating the nature (e.g., output VAT or input VAT or any other account) of accounts to be used. This is the reconciliation of VAT per the accrual basis as applied by the municipality and the cash basis as applied by SARS.

2. Company Mandatory Requirements:

- a. The company, as a corporate entity, must be registered with either IRBA, SAICA or SAIPA. *Proof of company registration or membership with either of the three stated professional bodies must be submitted.*

3. Supply Chain Mandatory Requirements:

- a. The price to be quoted must be in absolute Rands Value (i.e., not a percentage).
- b. Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- c. The quoted price must be all inclusive of VAT and any relevant disbursements for subsistence and travelling allowances (S&Ts).
- d. The municipality retains the prerogative to reject any quotes it deems to be excessive.
- e. Valid Tax Clearance Certificate.
- f. Certified Identity Document (ID) copy of the team leader and company director must be submitted.
- g. Certified ID copy of the team manager or supervisor must be submitted.
- h. A service provider be registered with central supplier database (CSD). *The CSD report must be submitted that is less than three months old.*

- i. CIPC certificate must be submitted together with any other relevant CIPC documents such as change of address or director changes or name changes or MOI changes as the case might be.
- j. BBBEE certificate as either issued by the CIPC or a sworn affidavit commissioned / certified the South African Police Services or in the case of a large corporation issued by a SANAS accredited institution.
- k. Completed MBD4 (Declaration of Interest) Form.