

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

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Mthatha, 5100



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E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Date: 20/06/2022**REQUEST FOR QUOTATION – RFQ 07/06/2022****APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF ACCOUNTING AND TAX RELATED SERVICES: NTINGA OR TAMBO DEVELOPMENT AGENCY: 1 Year contract**

Suitably qualified service providers are invited to submit proposals for accounting and tax related services in support of the Ntinga OR Tambo Development Agency. Bidders must be registered with a recognized bodies within the tax consulting and accounting field. The Agency is looking for service providers to review data from prior years and provide the Agency with a service of vat recovery.

Quotations will be evaluated in two stages: 1. Functionality 2. Price and Preference.

Functionality Scoring (Stage 1)**Bidders will be evaluated for functionality on the following objective criteria:**

Functional Criteria	Evaluation Criteria	Points
Key Personnel Attach CV's	1 x Senior Accountant/Tax Practitioner (5 years or more)	60
Company References	Existence of valid agreements with other Entities performing similar services (Minimum of 4 to score the full 40 points)	40
Total		100

To qualify for the 2nd stage of evaluation the bidder should score a minimum of qualifying score of 70 for functionality. Bidders will be evaluated on the fee that they charge for the service that they render to the Agency. The consulting fee must be quoted in a percentage form i.e. the percentage of amount of VAT recovered.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**Stage 2 of evaluation (Price & Preference)**

PRICE - 80
B-BEE Status level - 20
TOTAL - 100 POINTS

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)

Directors: Ms. U.N. Mkize; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;

Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (CEO)

Company Secretary: Ms. S. Ndlondlwana

Completed documents accompanied by all necessary attachments are to be placed in a sealed envelope with the RFQ name and number. All bids must be deposited into the bid box at Ntinga O.R Tambo Development Agency No. 5 Textile Road Southernwood in Mthatha.

Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

- Quotations will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
- The bids should include company registration number, tax reference number, valid tax clearance certificate or tcc code, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON RESPONSIVE**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- A letter of confirmation from the local municipality where the bidder pays rates must be attached confirming that all rates and taxes are no more than 3 months in arrears.
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your bid will score zero for preference points.
- Quotations clearly marked **“RFQ 07/06/2022 Accounting and Tax Related Services”** may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing date: Tuesday, 28th of June 2022 at 12h00. Enquiries: Mr M. Mpatheni on (047) 495 0552 or emailed to mncedisim@ntinga.org.za.**



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M. Mpatheni
Chief Finance Officer

