



TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

**REQUEST FOR PROPOSAL [RFP/TSW01/2021-2022: PROPOSAL
FOR COMPILATION OF GRAP COMPLIANT ASSET REGISTER FOR
FINANCIAL YEAR 2020-2021**

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REQUEST FOR PROPOSAL
RFP/TSW01/2021-2022: PROPOSAL FOR COMPILATION OF GRAP COMPLIANT
ASSET REGISTER FOR FINANCIAL YEAR 2020-2021

Proposals are hereby invited from suitably accredited service providers to assist Tswelopele Local Municipality to compile GRAP Compliant Asset Register for the 2019-2020 financial year (oversight on auditor General enquiries and Audit, training relevant personnel and compiling GRAP Compliant Asset Register).

Proposals marked "Fixed Assets Register" 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 15 April 2021. 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 the Fixed Asset Register (FAR)] for the 2020/21 financial year 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;
- 1.2. Prospective Service Provider (PSP) must demonstrate specific experience in providing the services required by Tswelopele Municipality with regard to FAR preparation. Furthermore, PSPs must demonstrate that they have a proven track record in compiling FAR 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] in that confirms that the officials to be seconded to the project have compiled AFS / FAR 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 assets deliverable.

3. OTHER IMPORTANT MATTERS

- 3.1. Only one proposal per PSP will be considered.
- 3.2. Should the need arise, your company will also 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 the work entails review/compilation/updating of the Fixed Asset Register for the 2020/21 financial year to ensure that FAR meets all the assertions on assets (i.e. ownership, existence, completeness; valuation, etc).

The successful Service Provider for FAR component will be responsible for providing AFS disclosures regarding assets to the Service Provider of the AFS component [in cases where these are done by two different Service Providers].

- 4.2. The project will entail detailed analysis and correction of specific problems (i.e. misallocations, known-errors, etc.);
- 4.3. Physical verification of municipal assets in both Hoopstad and Bultfontein.
- 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. The draft FAR must be ready by Friday, 13th August 2021 for a detailed presentation to the relevant stakeholders in the municipality;
- 4.7. The draft FAR must be ready by Friday, 20th August 2021 for submission to the Audit Committee/Internal Audit Unit for review;
- 4.8. The draft FAR must be ready by Friday, 27th August 2021 for submission to the AFS service provider for consolidation into the AFS;

NB – The service provider will be required to submit cover letter addressed to the municipality by the Reviewer of the FAR attesting to the accuracy of the Fixed Assets Register 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 FAR before submission to auditors with the intention of effecting corrections during audit.

- 4.9. FAR (including notes, workings and schedules) will have to be compiled and be provided to the municipality preferably in excel as the municipality does not have an Assets software in place. See evaluation criteria on this aspect under functionality assessment;
- 4.10. Compilation of an audit files for 2020/21 in line with National Treasury guidelines;
- 4.11. Addressing audit queries raised by Auditor General during audit (that is on the 2019/20 FAR) and adjust accordingly where necessary / as agreed upon with the AGSA;
- 4.12. 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. Note should be taken that the proposal may be awarded only in June [with only one month towards year end]. Therefore it is expected that the PSPs allocate adequate resources towards the project. It is a tendency of PSPs to allocate resources that tend to be over-committed with other projects elsewhere which in turn cause serious delays on submission of information.

6. COSTING AND EVALUATION OF THE PROPOSAL

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

Part : Fixed Assets (excl. AFS)	<u>Rxxx xxx</u>
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 also include cost for 'provision on landfill sites'; deeds download; etc. in the total costs. PSP will be expected to share the complete set of information regarding the 'deeds download' so to minimise costs/duplication on related services such as valuation roll.

6.4. PSP must provide the total cost of the project and not provide estimates as this make 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 excludes costs claimed at actual costs such as deeds download.
- 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 FAR; experience in compiling FAR specifically for local municipality; methodology of compiling the FAR, 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 FAR but the individual employees [natural person] compile FAR. 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 FAR compilation. Accordingly, such will also be considered in the evaluation/adjudication.

7. FUNCTIONALITY REQUIREMENT [FAR]

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

7.2. The following projects will be undertaken and prospective PSP will have to engage a Professional Engineer on them with regard to Fixed asset register/unbundling.

7.2.1. Phahameng/Bultfontein: Construction of a 1.3km paved road and related storm water - R 11 191 950,00

7.2.2. Phahameng/Bultfontein: Construction of 837 toilet structures - R 12 445 186,27

7.3.3. Phahameng/Bultfontein: Construction of water reticulation pipework and standpipes in Ext 9 - R 700 000.00

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
1. Qualification and skills based on Project Personnel's CV [individuals to be seconded to Tswelopele Municipality]	To award the compilation of the FAR to experienced Companies / Individuals with the view of producing credible set of FAR that comply with GRAP requirements [thereby eliminate material adjustments during the audit]	- 1 point for a Jnr Engineer/consultant	4	5	100
		- 2 points for 2 Jnr Engineer /consultant	8		
		- 3 points for 1 Professional Engineer /consultant	12		
		- 4 Points for Professional Engineer & 1 or 2 Jnr Engineer /consultant	16		
		- 5 points for 2 or more Professional Engineer/consultant	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 fixed asset register for local municipalities.					
2. Reference to similar work / general experience in compilation of FAR for local	To ensure that the appointed Service Provider/Individual has adequate track record/experience in	- 1 Point: Compiled FAR for 1 entity / one financial year	4	5	100
		- 2 Points: Compiled FAR for 2 entities / two financial years	8		

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
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 has compiled FAR for entity in concern [contact details must be provided for the relevant entity].	compilation of FAR for local municipalities	- 3 Points: Compiled FAR for 3 entities / three financial years	12		
		- 4 Points: Compiled FAR for 4 entities / four financial years	16		
		- 5 Points: Compiled FAR for 5 and more entities / more than five financial years	20		
NB: The municipality is using Munsoft Financial System as its main financial system and its important that the Consultant to be seconded to the project possess an 'above average' knowledge of the system to retrieve reports from the system.					
3. Time schedule with clear deadlines into 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 FAR 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 FAR,	2	5	50
		- 2 Points: allocating sufficient time for review of the draft set of FAR by their Professional Engineer,	4		

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
		- 3 Points: finalising AFS to enable review by Audit Committee and Internal Audit Unit,	6		
		- 4 Points: making provision for submission of the FAR by the instructed date.	10		
<p>NB: PSP must indicate the hours/days that will be allocated per deliverable [i.e. Infrastructure; Investment Property; Community; etc] such that key deadlines [i.e. submission to Audit Committee; Internal Audit Unit; AGSA; etc] pertaining to FAR 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].</p>					
4. Review of the FAR by a qualified Professional Engineer other than the person who compiled FAR] who has compiled / reviewed FAR for	To ensure that FAR are reviewed by an independent person [qualified Professional Engineer to minimise material errors [adjustment during the	- 1 Point: Review by a Professional Engineer who has compiled FAR for local municipalities [1 entity or 1 financial year] in the last 5 years;	3	5	75

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
local municipalities in the last five years.	audit] thereby ensuring / promoting quality FAR.	- 2 Points: Review by a Professional Engineer who has compiled FAR for local municipalities [2 entities or 2 financial years] in the last 5 years;	6		
		- 3 Points: Review by a Professional Engineer who has compiled FAR for local municipalities [3 entities or 3 financial years] in the last 5 years;	9		
		- 4 Points: Review by a Professional Engineer who has compiled FAR for local municipalities [4 entities or 4 financial years] in the last 5 years;	12		

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
		- 5 Points: Review by a Professional Engineer who has compiled FAR for local municipalities [5 entities or 5 financial years] in the last 5 years	15		
<p>NB: Provision must be made for submission of the draft set of FAR to a qualified Professional Engineer 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 / Professional Engineer 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.</p>					
5. Preparation of the audit file for FAR 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 FAR when such/FAR are submitted to AGSA.	Maximum 1 Point: For making reference to providing an Audit File	5	5	50
		Maximum 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		
<p>NB: Supporting documents for all figures in the FAR must be prepared during the compilation of the FAR process [rather than at the end of the compilation process as this has in many cases led to submission of FAR without supporting documents].</p>					

EVALUATION CRITERIA ON FUNCTIONALITY FOR FIXED ASSET REGISTER COMPILATION

CRITERIA	OBJECTIVE	POINTS ALLOCATION	WEIGHT	VALUE	MAXIMUM POSSIBILITY
6. Skills transfer plan to municipal employees [including a workshop post the submission of the FAR 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	- Maximum of 1 point: For making reference to how skills transfer will be done	4	5	50
		- Maximum of 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		
		Maximum of 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(TP)		500(MPS)
NB: The municipality will allocate officials [per component: Infrastructure & Community 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 will be Monday, 03 May 2021 at 12H00
- 8.2. Failure to adhere to the time frame indicated above will invalidate your proposal.
- 8.3. Proposals marked “Fixed Assets Register” 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 August 2021 [or till submission date] when the FAR 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 FAR register is submitted to the AGSA in August 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 [as requested by some PSP] 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: _____