

TENDER NOTICE & INVITATION



ELM 23/2019 (RE-ADVERT) REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY AND MAINTENANCE OF AN INTEGRATED FINANCIAL SYSTEM

Emalahleni Local Municipality invites prospective bidders to submit detailed proposals for supply and delivery of an integrated financial system with support and maintenance for a period of thirty-six (36) months.

The municipality is looking for well experienced bidder who can demonstrate the understanding of financial management systems which is designed with effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the systems.

The financial management systems must have, as a minimum, the following four characteristics:

- (1) Standard data classifications (definition and formats) established and used for recording and reporting financial events;
- (2) Common processes used for processing similar kinds of transactions;
- (3) Internal controls over data entry, transaction processing, and reporting applied consistently; and
- (4) A design that eliminates unnecessary duplication of transaction entry.

Financial Management Systems required by Emalahleni Local Municipality should establish and maintain a single, integrated and interactive functionalities which will ensure timely and accurate financial data, increase quality policy and decisions making and provide accurate or timely information.

The bidder should have proven capabilities to perform the required services with distinction, no chancers will be accepted.

The ideal service provider will be the one who can offer high quality of service, and has extensive and proven track record of similar projects successfully implemented and maintained. The costs of such system should be moderate and no quality should be compromised, standards compatibility should be maintained, ease of modification and upgrading should be of high importance.

The proposal should meet the following criteria

Improve data quality and credibility
Analysis of sector comparison
Uniform recording of transactions
Uniform data sets

Standardise key business processes
 Standardisation and alignment of government accountability cycle
 Standardisation of account classification

The required system should comply with municipal Standard Charts of Accounts.

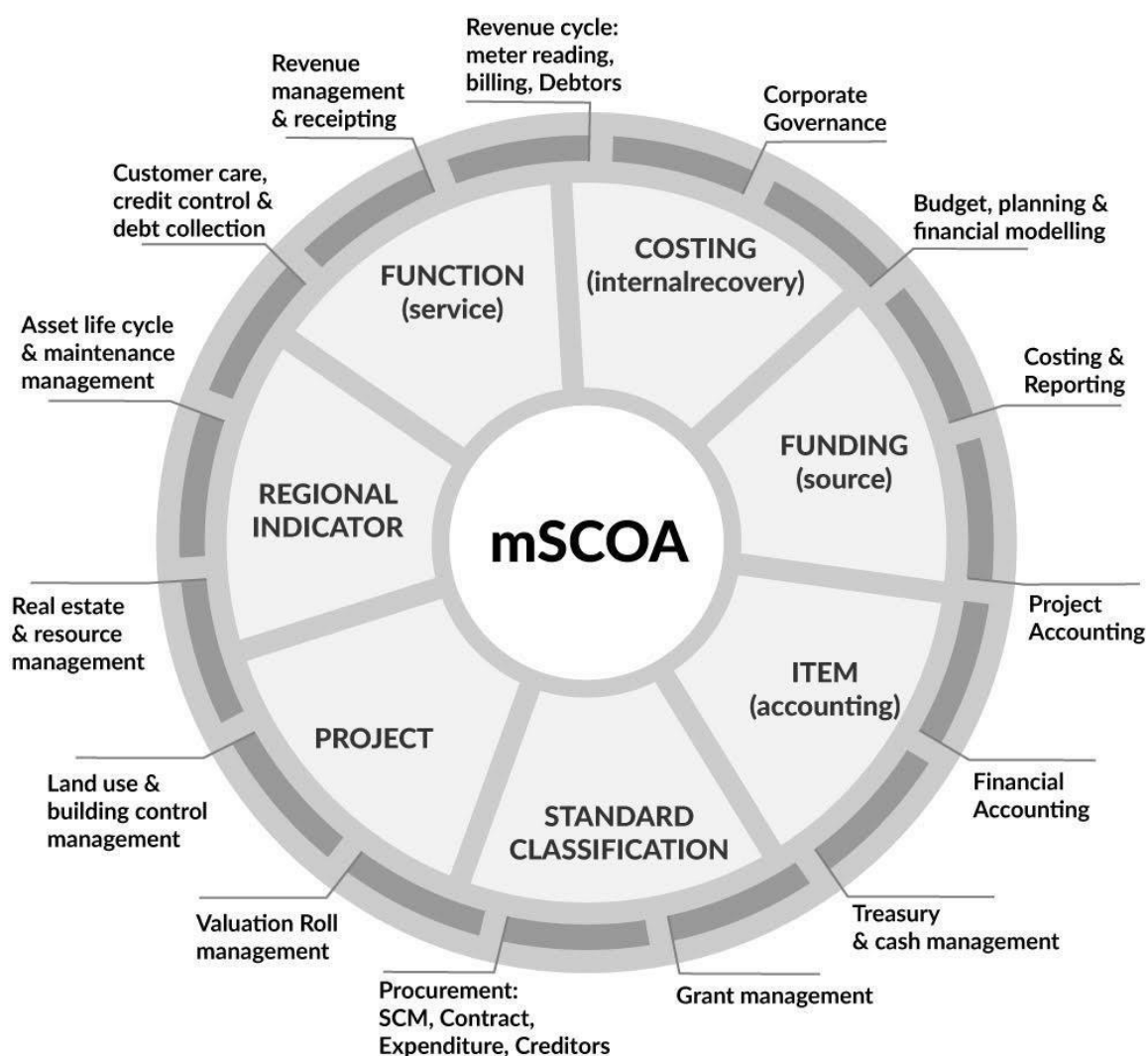


FIGURE 1

The municipality is therefore looking for a partner that will assist in ensuring that the project is successfully implemented.

Bid documents are available on www.emalahleni.gov.za and www.etenders.gov.za for downloading.

Closing date: 24 July 2020 at 11:00

A compulsory briefing will not be conducted for this tender in order to prevent the spread of the Covid-19 virus through interactions. Bidders may send electronic mails for any enquiries related to this bid.

Only Service Providers who are registered on the **Central Suppliers Database** will be considered.

Bids are to be deposited in the tender box at the Civic Centre before / by the closing date where after they will be opened in public. No late or faxed bids will be considered.

- *For technical enquiries please contact the following officials:*
 - a) Information Technology: Ms MKM Kubyana on 013 690 6271/ 082 699 0889 kubyanamkm@emalahleni.gov.za
 - b) Human Resources: Ms B Khoza on 013 690 6537/ 082 852 9420 or khozabm@emalahleni.gov.za
 - c) Budget and related modules: Mr. S Mahlangu on 083 380 3975 mahlangus@emalahleni.gov.za
 - d) Revenue: Mr T Mokoeni on 013 690 6280 or 072 631 2505 or mokonenita@emalahleni.gov.za
 - e) Expenditure: Ms F Khoza on 013 690 6545 or 082 443 2591 or khozafe@emalahleni.gov.za
 - f) Supply Chain Management: Mr S Ndlovu on 013 690 6505 or 082 782 7412 or ndlovusp@emalahleni.gov.za
 - g) Environmental and Waste Management: Ms T Mashiloane 013 690 6451 or environmental@emalahleni.gov.za
 - h) Development Planning: Ms N Mbanga 013 690 6448 or developmentplanning@emalahleni.gov.za
 - i) Technical Services : Ms G Modjadji 013 690 6300 Mahlabatp@emalahleni.gov.za
 - j) Community Services : Ms T Tshabalala 013 690 6360 or communityservices@emalahleni.gov.za during working hours or e-mails can be sent to
- *For Supply Chain Management Office : (013)690 6483/6497/6484*
- *Working hours: Monday to Thursday 07:30 – 16:30 and Friday 07:30-13:30*

**HS MAYISELA
MUNICIPAL MANAGER**

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