

CALL FOR QUOTATIONS

ACCOUNTING MANAGEMENT SERVICES

MGUIP by Open Tender

Release date: 26 August - Deadline: 09 September 2025

1 INTRODUCTION

The establishment of the Manor Gardens UIP (MGUIP) and declaration of a Special Rated Area (SRA) was approved on 17 April 2025 by the full council of eThekweni Municipality following a rigorous public engagement and voting process. The MGUIP will start to fully operate in the area in September, with the external service provider contracts commencing in October 2025. These operations are based on the approved Business Plan, which is available on the website www.mguip.co.za.

Key activities of the UIP will include:

Improving safety and security, improving public space maintenance and cleanliness, improving communication with property owners, and promoting urban development and community cohesion.

2 NEED FOR ACCOUNTING MANAGEMENT SERVICES

The MGUIP will sign a 3-year Financial Agreement with the eThekweni Municipality for the delivery of supplementary services as outlined in the MGUIP Business Plan. The following need for professional accounting management services arises:

- 2.1 The Municipality, is empowered in terms of Section 17(3)(j)(iv) read with Section 67 of the MFMA, to allocate and transfer funds to an organisation or body outside any sphere of government and otherwise in the course of any commercial or other business transaction, to fund or partially fund projects that benefit the local community or a section of the public and realise the goals and objectives as set out in the Municipality's IDP.
- 2.2. The Manor Gardens Community have expressed a desire to improve or upgrade their area through the provision of certain Supplementary Services in addition to the Municipal Services provided by the Municipality, and, in order to attain such objective, established the SRA Management Company to manage the SRA, as contemplated in the Special Rating Area Policy, as such the MANOR GARDENS URBAN IMPROVEMENT PRECINCT (MGUIP) NPC manages a Subsisting SRA.

- 2.3. By resolution of the Municipal Council passed on 17 April 2025 the Municipal Council authorised the City Manager to enter into a three-year finance agreement with the MGUIP NPC for the period July 2025 to June 2028.
- 2.4. The SRA Management Company (MGUIP NPC) has demonstrated that it qualifies in terms of the MFMA read with the Special Rating Area Policy to receive funds derived from the Additional Rate to provide the Supplementary Services, as contemplated in the Special Rating Area Policy. The Parties have subsequently agreed upon the terms and conditions regulating their roles and responsibilities in relation to the transfer and use of such funds. As such the MGUIP NPC has to abide by the rules and guidelines of Governance, Financial Management and Reporting as set out in the applicable legislation.

3 SERVICES REQUIRED:

3.1. Governance and Secretariat -

The service provider will be required to maintain the statutory documents of the company and assist with any future changes as required through CIPC, ensuring the records are maintained and up to date. This will include, amongst others, a) the annual return to CIPC; b) Taxation (income tax, value added taxation and payroll taxes); c) Compliance with reporting requirements for eThekweni as required for SRAs/UIPs, including monthly reports in line with deadlines and the annual requirements for budgets, business plans and financial statements and d) maintaining company records for directors' appointments and changes.

3.2. Financial Management -

The service provider will be required to maintain company Ledgers to support the operating activities of the business.

The service provider must prepare the Financial Reports to meet our specific needs, such as monthly management reports and a report on the month and year-to-date financial results with recommendations and comparison to budgets (where applicable). The service provider must ensure the minimum requirements of eThekweni are met with monthly invoices, statements, copies of bank statements, income and expense schedules (in the prescribed format), as well as the quarterly reports with variance commentary. The service provider must also prepare for the annual audit, to be undertaken by independent auditors appointed by the Board of Directors, and liaise with the appointed auditors for the drawing up of annual financial statements in preparation for the Annual General Meeting.

The service provider is required to review the Budget, detailed preparation by Directors and in-house management, in line with eThekweni requirements, and on a regular basis, including actual income and expenses comparison to the budget to measure the progress towards agreed targets.

The service provider will be required to perform the processing of Salaries and/or Wages from start to finish. This will include providing all returns, including PAYE, UIF, pensions, etc, should the need arise. This will extend to the bi-annual submissions of the EMP501 to SARS and the annual Workmen's Compensation return.

The service provider will be required to load and authorise Payments in consultation with the Directors of the NPC. The following measures will apply:

- The authoriser cannot be the preparer of a payment, a payment must be loaded by one person and authorised by another.
- All new recipients banking details must be verified before payment.
- Payments are made in line with an approved budget or Director's mandate or resolution. (This is subject to change according to Directors' resolutions).

The service provider will be required to manage the day-to-day Taxation needs of the company and should include the following:

- Income Tax - Submit all returns to SARS, including Provisional Tax and Annual Tax Returns for the Company; To ensure all relevant payments are submitted timeously to avoid the incurring of any penalties.
- PAYE & UIF - Manage all returns, monthly and annual, relating to staff, including PAYE, UIF and the issuing of IRP 5's, if applicable.
- VAT – Undertake the preparation of all the necessary VAT returns, submit these to SARS and release payments.

3.3. Communication and Reporting -

The service provider will ensure regular communication with stakeholders, which includes the Board of Directors and the Precinct management. Communications will include regular reports on operations, financials, governance, and any other relevant matters relating to the management of the precinct.

4 PROFILE AND EXPERIENCE

Please include information on the appropriate experience of the service provider and the proposed team. Include experience with other UIPs and any other relevant information.

5 QUOTATION

We require a detailed quotation setting out the proposed fee structure based on the estimated hours per requirement at a rate according to the level of staff required to perform that function or a combination. Whilst some of the requirements are only performed on an annual basis, these have to be incorporated into the monthly fee. Please send a quotation to info@mguip.co.za with "Account Management Services" in the heading.

6 ADDITIONAL

Please note that special consideration will be given to a suitable service provider from within the UIP boundary.

7 SUBMISSION DATES

Please email submissions to the address of MGUIP by the close of business on 09 September 2025