

## REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE SUPPLY AND DELIVERY OF GOODS/SERVICES

### **SECTION 1** Section to be completed by bidder

<b>BIDDER NAME</b>			
<b>BIDDER CONTACT PERSON</b>			
<b>BIDDER CONTACT DETAILS</b>	<b>FAX :</b>	<b>E-MAIL :</b>	
	<b>TEL :</b>	<b>CELL :</b>	

### **SECTION 2** Section to be completed by SCM

<b>RFQ NUMBER:</b>	<b>RFQ 23/24/61/Preparation of Annual Financial Statement/ZN</b>		
<b>ISSUE DATE:</b>	<b>2023/12/08</b>		
<b>CLOSING DATE AND TIME:</b>	<b>2023/12/13</b>	<b>11:00</b>	
<b>RFQ VALIDITY PERIOD:</b>	<b>90 DAYS (from closing date)</b>		
<b>HAND DELIVERY ADDRESS</b>	<b>Cnr James Drive &amp; Moreleta Street Silverton 0184</b>		
<b>ENQUIRIES: PROCUREMENT SPECIALIST NAME:</b>	<b>Zanele Ndaba</b>		

### 3. EVALUATION CRITERIA:

#### 3.1 Gatekeeping criteria

3.1.1 Bidders must complete and submit pricing schedule **Annexure F**

#### 3.2 Bid Condition

3.2.1 Bidders must have experience in using the Caseware to prepare annual financial statements. (The bidder must submit a minimum of one (1) signed client reference letter on the client letterhead where Caseware was used to prepare annual financial statement)

3.2.2 Bidders must have at least five (5) years' experience in preparation of annual financial statements for large companies (companies with 500+ employees) OR government state owned companies. (Bidders are required to submit a proof of their five (5) year experience – company profile noting number of years preparing annual financial statements).

**NB:** The company profile must indicate the names and sizes of the companies where this service was performed.

3.1.3 Senior Manager: Must be a registered chartered accountant with a minimum of five (5) years' experience in preparing, reviewing IFRS annual financial statements, liaising with external auditors and management of team. (A valid SAICA membership and the CV of the Senior Manager must be provided with the bid).

3.1.4 Eight (8) Team Members: Must be registered chartered accountants with a minimum of three (3) years' experience in preparation of IFRS annual financial statements. (Valid SAICA memberships of all 8 team members as well as their CVs must be provided with this bid).

#### 3.3 SPECIFIC GOALS (THE PREFERENTIAL POINT SYSTEM)

3.3.1 The specific goal that for this project seeks to appoint companies that are 51% Black owned or more.

3.3.2 Bidder must submit the below proof that the bidder is 51% black owned or more

- BBBEE Certificate
- Or Sworn Affidavit
- Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
- Exempted Micro Enterprises shall submit with their bid
- A Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders

3.3.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing)

#### COMMERCIAL (PRICE (80) AND SPECIFIC GOALS (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		20

Bidding Company is not an EME with a 51% Black ownership or more	0
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**Note:** Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20 for the specific goals but zero (0) point will be scored.

#### 4. COMPLIANCE DOCUMENTS

Bidders must submit the below documents for compliance purposes.

4.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit CSD full report that is valid in terms of Tax compliant

4.2 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

##### **The tax compliance requirements as follows:**

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

4.3 Bidders must complete and submit SBD4

4.4 Bidders must complete and submit SBD1

**Note: SAPO** shall disqualify bidders that are in the National Treasury list of restricted supplies.

#### **Standard Terms and Conditions**

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations and VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of fourteen (90) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality where applicable
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and B-BBEE.

11. The South African Post Office reserves the right:
- Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
  - To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
  - To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which, these will be purchase out of contract.
  - To split the award of the bid between two or more Bidders.
  - To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
  - To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bid for, whether before or after adjudication of the bid.
  - To award the contract to a Bidder whose bid was not the lowest in price.
  - To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

### Pricing Schedule Annexure F

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ 23/24/60/Preparation of Annual Financial Statement/ZN</b>
<b>NAME OF BIDDER:</b>	
<b>CLOSING DATE:</b>	<b>2023/12/13</b>

### Pricing must include VAT

- The pricing must be inclusive of VAT and the envisage resources that will be required to achieve the required deliverables for a period of seven months.
- All resources may not be required for the entire duration of the project.
- Time sheets for the month will be required.
- If any additional resources are required, price to be provided by the bidder for these resources.
- The successful bidder will be remunerated as per miles stones achieved as per agreed project plan.
- Bidders shall quote costs required to execute the service requested in this bid.

No	Description	Number	Hourly Rate	Minimum number of hours Per Month	Total monthly costs including VAT
1	The Senior manager who will be the project team leader must be a registered chartered accountant with a minimum of five years' experience in preparing, reviewing IFRS annual financial statements, liaising with external auditors and management of team.	1	R		R
2	Team Members must be registered chartered accountants with minimum of three years' experience in preparation of IFRS annual financial statements	8	R		R
3	Monthly IFRS 16 software solution				R
4	Monthly 3 CaseWare licence and training				R
5	<b>Total monthly costs including Vat (Summation costs of # 1, 2, 3 and 4)</b>				R
	<b>Overall Total cost of the project inclusive of VAT (For a period of 7 months) - i.e. # 5 Multiply by 7 months</b>				R

1. The bidder warrants that the price quoted above is within the scope of work.
2. The bidder warrants that the price quoted above is free of any errors or omissions and that he/she is able to deliver on the contract on the prices quoted.
3. The monthly rate needs to include any additional hours required to ensure that the deliverables are achieved.
4. If the resource does not work the entire month, a pro-rata amount to be invoiced.
5. Incomplete pricing will deem non responsive bid and will not be considered in the evaluation process.
6. The proposed price should include all costs including travel and accommodation costs where applicable.
7. **SAPO reserves the right to decrease the resources depending on SAPO's requirements**

**DECLARATIONS**

I, \_\_\_\_\_, hereby understand the terms and conditions and declare that the information provided above is correct.

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**SIGNATURE OF BIDDER**

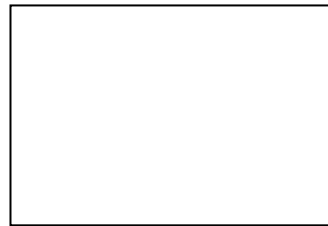
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**NAME IN CAPITALS**

**SIGNATURE** .....

**CAPACITY** .....

**COMPANY STAMP**



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- The bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- The bidder provides the South African Post Office with an **unconditional discount** of \_\_\_\_\_%