



MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT

Today, Creating a Better Tomorrow

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## REQUEST FOR QUOTATION

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH PREPARATION OF ANNUAL AND INTERIM FINANCIAL STATEMENTS IN ACCORDANCE WITH GRAP ON THE CASEWARE APPLICATION FOR A PERIOD OF EIGHTEEN MONTHS

#### 1. Introduction / Background

The GRAP Reporting Standards have seen the revision of two important GRAP standards take effect for financial years after 31 March 2025. The affected standards are GRAP 1 Presentation of Financial Statements and GRAP 104 Financial Instruments. GRAP 104 in particular was complex and broad before the changes and the changes require in depth technical analysis and calculations to ascertain future credit losses as well as calculations of credit losses for prior years.

The service provider will provide resources to enable MISA to meet the functional requirements for preparation of GRAP compliant annual financial statements for the 2025/26, interim and annual financial statements for 2026/27 financial years and review and revision of the asset register. The service provider will also assist the finance unit to ensure that the audit findings for 2024/2025 financial year are fully addressed.

The Municipal Infrastructure Support Agent (MISA) requires the services of a suitably qualified and experienced service provider to assist with the preparation of Annual Financial Statements (AFS) 2025/26 and Interim and Annual Financial Statements (IFS) 2026/27 and revision of the Asset register in accordance with Generally Recognised Accounting Practice (GRAP) requirements.

Recent revisions to GRAP standards, particularly GRAP 1 (Presentation of Financial Statements) and GRAP 104 (Financial Instruments), require enhanced technical capacity, including expected credit loss modelling and complex disclosures.

The appointed service provider will support MISA in ensuring full compliance with applicable accounting standards and audit requirements.

The service provider will also assist the finance unit to ensure that the audit findings for 2024/2025 financial year are fully addressed

## 2.Regulatory Framework

This TOR is issued in compliance with the following legislative and regulatory framework:

- Public Finance Management Act (PFMA)
- National Treasury Regulations
- Preferential Procurement Policy Framework Act (PPPFA)

## 3. Objective

The objective of this assignment is to appoint a competent service provider to:

- Prepare GRAP-compliant AFS and IFS
- Assist in resolving prior audit findings
- Assist with revision and update of the Asset register.
- Strengthen financial reporting processes
- Support audit readiness and interaction with AGSA
- Transfer skills to internal staff

## 4. Scope of Work

The appointed service provider will be required to assist the chief directorate to undertake the following tasks as and when required throughout the duration of the contract:

Reviewing and assisting in resolving all the prior period audit issues.

- Performing & reviewing prior year adjustments to have accurate opening balances
- Assisting in the Year-End and Interim closure process to ensure conclusion of all financial transactions and processes.
- Perform and review reconciliations(both year-end and interim) (GL, TB, supporting schedules) and making corrections if not accurately prepared.
- Assessing assets for impairment and reversal of impairment in accordance with GRAP 21, performing all relevant calculations and disclosures;
- Performing GRAP 104 calculations and disclosures in line with GRAP standards and in alignment to MISA's policies;
- Providing inputs regarding required changes to MISA policies and SOPs to facilitate compliance to GRAP 104 & other relevant GRAP standards; Correct mapping from Sage System to CaseWare application, clearing of CaseWare errors to enable smooth rollover of audited financial information from the prior year;
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- Compilation of GRAP compliant Annual & Interim Financial Statements by using CaseWare application for the year ending 31 March 2026 and following periods;
- Preparation/Review of the supporting schedules to annual financial statements. Agree supporting schedules for MISA to the annual financial statements, the general ledger (GL) and the Trial Balance;

- Review and update the accounting policies in accordance with GRAP and ensure that they have been applied appropriately and consistently;
- Assist in responding to audit queries raised during the audit and in addressing issues raised by the AGSA;
- Provide support on technical accounting issues that may arise during the period of compilation of the annual financial statements and during the audit; and

Transfer skills to the finance staff **Work Specification:**

Item Number	Deliverable	Date
1	Commencement	April 2026
2	Ensure that prior year audit findings issued in the management report relating the presentation and disclosure and presentation of annual the financial statements are addressed in the preparation of the annual financial statements	April 2026
3	Review and update the Accounting Policies in accordance with GRAP standards and that they have been applied appropriately and consistently.	April 2026
4	A review of the prior period error journals processed, supporting documentation and the related disclosures in the interim financial statements as at 31 December 2025	April 2026
5	Ensure correct mapping of TB to CaseWare application, clearing of prior year CaseWare errors to enable smooth rollover of audited financial information	April 2026
6	1st Draft set of Annual Financial Statements for 2025/26 FY	17 April 2026
7	2nd Draft set of Annual Financial Statements for 2025/26 FY	25 April 2026
8	3rd Draft set of Annual Financial Statements for 2025/26 FY	30 April 2026
9	Final Draft of Financials to Internal Audit, AGSA and Audit Committee	12 May 2026

10	Preparation and review of all supporting schedules, agreeing supporting schedules to AFS, Notes, TB & GL	Throughout the process
11	Review of AFS using the GRAP disclosure template and other relevant tools.	Throughout the process
12	Submit/Review final audit file supporting the financial statements and agree to AFS, TB and GL	Throughout the process
13	Provide support on technical accounting issues that may arise during the period of compilation of the annual financial statements and during the audit	Throughout the process until completion of the audit
14	Final Submission of AFS and IFS to AGSA	31 May 2026, 31 October 2026, 31 January 2027 and 31 May 2027
15	Transfer of Skills to finance staff	Throughout the contract
16	Revision and update of the Asset register	Throughout the process until completion of the audit

## 5 MANDATORY REQUIREMENTS

**NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:**

### .3.1. Experience of the resources given to MISA:

3.1.1 A CA(SA) with a minimum of 5 years public sector experience in the preparation and review/audit of GRAP financial statements.

3.1.2 The potential Service provider should provide a detailed CV/company profile showing the public sector institutions in which GRAP financial statements were prepared. University Certificates and SAICA membership certificate and SAICA membership number should also be attached.

3.1.3 The service provider should also attach a minimum of 3 reference letters from public sector institutions where GRAP engagements were conducted with Unqualified Audit Opinions with no material findings (clean audit outcomes).

3.1.4 A minimum of 3 year's experience in using CaseWare for preparation of Annual Financial Statements. The service provider will provide a detailed CV/company profile indicating on which engagements CaseWare was used for the preparation of annual financial statements. **RATIONALE OF THE EXPERINCED SERVICE PROVIDER**

To ensure the appointed service provider has the appropriate expertise and technical finance background to compile GRAP compliant financial statements.

#### 4 Deliverables

The appointed Service Provider will be expected to provide:

- GRAP compliant annual and interim financial statements, notes and supporting schedules using the CaseWare application.
- The service provider will be required to perform a demonstration on use of CaseWare to prepare annual financial statements upon signing of the contract. MISA may at its discretion verify details contained in the letters
- Support in addressing audit queries and giving technical opinions to support management stance on matters arising during the audit.
- Review of correcting entries passed to address prior period errors and corrections raised during the audit.
- Review and revision of Asset Register with its supporting schedules
- Skills transfer and capacitation of the finance unit for the duration of the contract.

#### 5 Pricing Schedule

See Annexure A:

Quotation must be on the letterhead of the company.

### ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price per Quantity	Total Price Excl VAT
<ul style="list-style-type: none"> <li>Annual Financial Statement preparation for period ended 31 March 2026</li> <li>Review and revision of the asset register and asset schedules for preparation of Annual &amp; Interim financial statements.</li> <li>Interim Financial Statement preparation for September 2026</li> <li>Interim Financial Statement preparation for December 2026.</li> <li>Annual Financial Statement preparation for period ended 31 March 2027</li> </ul>			R .....
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<b>Total Price excluding VAT</b>			R.....
<b>Vat @ 15%</b>			R.....
<b>Total Price (Inclusive of other costs)</b>			R.....

*Buhle Nggabayi*

Approved by: Buhle Nggabayi

Date: 31/03/2026