

Terms of Reference for the appointment of an accounting firm until 31 July 2024 to assist with AFS preparation.

1. PURPOSE OF THE BID

The Independent Communications Authority of South Africa (ICASA) is a constitutional entity as listed in the Public Finance Management Act (PFMA).

The purpose of the bid is to appoint a suitably qualified accounting firm to assist ICASA Finance team with the following:

- Prepare annual financial statements that are in compliance with the GRAP standards and a corresponding audit file for submission to the Office of the Auditor-General for audit within CaseWare reporting system;
- Ensure all relevant notes agree to the AFS and complete;
- Ensure all the schedules are accurate, complete and agree to the AFS
- Ensure all GRAP statements relevant reporting are compiled to 2023/24 FY reporting;
- Perform on-the-job training to relevant manager in their role in the preparation of the financial statements within CaseWare and skills transfer where applicable.
- Review accounting processes to review accounting policies;
- Provide technical support on CaseWare matters
- Ensure prior year adjustments or errors meet the relevant accounting standards
- External audit support
- Technical Support

2. SCOPE OF WORK

2.1 The accounting firm appointed will be required to:

2.1. Document the accounting processes to update/compile policies and procedures.

2.2. Perform on the job training with each Manager in the process so that they are familiar with their role in the financial statements preparation.

2.3. Prepare financial statements and supporting information for the submission to Office of the Auditor General.

2.4. Present the reports to Exco, AREDC or other governing body if so required.

3. PROCUREMENT POLICIES AND PROCEDURES

The general conditions of tender, contract and order will be applicable to this tender. ICASA reserves the right to cancel the bid at its sole discretion or to award the bid in full or in part.

4. MINIMUM REQUIREMENTS/MANDATORY REQUIREMENTS

4.1. The prospective bidder must be registered on Central Supplier Database (CSD) prior to submitting bids.

4.2. Tax compliance status must be in order.

4.3. Completed and signed SBD forms 1, 3.3, 4, 6.1, must be submitted.

Bidders who do not meet the minimum/mandatory requirements will not be considered for evaluation.

5. EVALUATION CRITERIA (FUNCTIONALITY)

Only bidder/s that meets the minimum required percentage or minimum points, will be evaluated in terms of price and functionality and its associated Regulations issued by the National Treasury. Bidders will also be evaluated on (a) submission of all the required documents; (b) Functionality and (c) Price /Specific Goals. A bidder

/s that score less than 70 points out of 100 in respect of overall functionality will be regarded as having submitted a non-responsive bid and will be disqualified.

For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the mentioned evaluation criteria (e.g., details of relevant previous work undertaken, original letters from previous /current clients, etc.)

6. FUNCTIONALITY CRITERIA

NO	FUNCTIONALITY CRITERIA	SCORE	WEIGHT
1.	Team leader CV for the team leader including certified copied of qualifications, skills and proof of membership to professional body (bodies).	Rating of 5 <ul style="list-style-type: none">• Chartered Accountant (SA),• Confirmation of up-to-date membership with SAICA (2024 year)• Detailed CV (5 years and greater with)• Experience in drafting of GRAP financial statements• Experience working in a PFMA Accounting environment• Knowledge of CaseWare• Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities	45

		<p>Rating of 4 = Chartered Accountant (SA), Confirmation of up-to-date membership with SAICA (2024 year)</p> <p>Detailed CV (Between 4-3years with)</p> <ul style="list-style-type: none">• Experience in drafting of GRAP financial statements• Experience working in an PFMA Accounting environment.• Knowledge of CaseWare• Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities• Rating of 3 = Chartered Accountant (SA),• Confirmation of up-to-date membership with SAICA (2024 year)	
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		<ul style="list-style-type: none">• Detailed CV (Between 24-12months years)• Experience in drafting of GRAP financial statements• Experience working in a PFMA Accounting environment• Knowledge and Experience of CaseWare• Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities• Rating of 2• Chartered Accountant (SA),• Detailed CV (Between 1-12months)• Experience in drafting of GRAP financial statements• Experience working in an PFMA	
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		<p>Accounting environment</p> <ul style="list-style-type: none">• knowledge of CaseWare• experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities <p>Rating of 1</p> <ul style="list-style-type: none">• Chartered Accountant (SA),• Confirmation of up-to-date membership with SAICA (2024 year)• Detailed CV (with no experience in)<ul style="list-style-type: none">- Drafting of GRAP financial statements- Working in an PFMA Accounting environment- Knowledge of CaseWare- liaising with internal and	
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		external auditors, Audit Committees and Accounting Authorities	
2.	<p>Team Qualifications & Skills:</p> <p>Note: This can be one or more than one member</p> <p>CV's for: Team the qualifications, skills and membership to professional bodies for each of the members listed.</p>	<p>Rating of 5</p> <ul style="list-style-type: none"> • Skills mix within the assigned team includes CA (SA), RA(SA), Professional Accountant (SA) • 100% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes • Public Sector Experience. <p>Rating of 4</p> <ul style="list-style-type: none"> • Skills mix within the assigned team should include CA (SA), RA(SA), Professional Accountant (SA) 	40

		<ul style="list-style-type: none">• 75% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes.• Public Sector experience <p>Rating of 3</p> <ul style="list-style-type: none">• Skills mix within the assigned team should include Accountants registered with a professional body excluding SAICA• 50% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes.• Public Sector experience <p>Rating of 2</p>	
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		<ul style="list-style-type: none">• Skills mix within the assigned team should include Accountants registered with a professional body excluding SAICA• 30% of the staff members must have extensive• knowledge of the PFMA, GRAP, Government processes and public sector experience <p>Rating of 1</p> <ul style="list-style-type: none">• No skills mix within the assigned team includes Accountants registered with a professional body excluding SAICA• None of the staff members must have extensive knowledge of the PFMA, GRAP, Government processes.	
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3	<p>Reference letters from companies as evidence of similar/related work successfully conducted.</p> <p>NB: The Reference Letter(s) must not be older than 5 years must be on the letterhead of the previously serviced client and should reflect at least name of the organization, team leaders name, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered. ICASA will contact the references to confirm the information in the reference letters.</p>	<p>3 valid letters attached = 15 points</p> <p>2 valid letters attached = 10 points</p> <p>1 valid letter attached = 5 points</p> <p>No reference letters attached. = 0 points</p>	15
4.	Total		100
5.	Minimal Threshold		70

7. PRICING SCHEDULE

Grand total

Consisting off

Estimate	Team leader	Team member 1	Team member 2	Team member 3	Team member 4
Job Title					
Hourly Rate					
Hours					
Disbursements					
Total					