



Request for Quotations

Procurement of service to provide services of CaseWare compilation of the GRAP compliant annual financial statements for 24 months

Date: 18 February 2021

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1. Background

The purpose of this document is to invite proposals from suitably qualified service providers to submit proposals to compile CaseWare GRAP annual financial statements during the PFMA cycle period.

2. Objectives

To procure expert and specialised service provider who has adequate capacity to prepare CaseWare GRAP annual financial statements for the Agency for a commitment period of 24 months annually and quarterly. The successful bidder will work closely with the project owner to deliver this.

3. Requirements

A credible service provider is required to prepare CaseWare GRAP quarterly and annual financial statements. Caseware specialist is expected to be independent professional must give advice where necessary about the subject matter. Compare the draft trial balance on Caseware for the previous year to the audited trial balance, resolve any variances/differences. Update the related accounting policy together with the notes of the AFS accordingly using the previous year audited AFS. Re-perform calculations where necessary. Prepare any Caseware adjusting entries where necessary to reflect correct transactions level and balances on Caseware. Update the draft at each progressive stage of completion based on comments that will be received. The successful service provider must be available to perform changes beyond office hours including weekends; weeknights; and public holidays as and when requested to do so meet all the deadline requirements. The potential bidder is expected to be familiar with the Agency's set of annual financial statements to have an idea of the size and magnitude of the work that will be involved, this information is available on our website under the published annual report.

4. Deliverables

The supplier is required to provide the Agency with the following services that will be submitted for the PFMA submission cycle to the Auditor General at the end of May and July respectively:

- 4.1 Prepare draft CaseWare GRAP annual financial statements to be submitted using the latest and applicable GRAP template available;
- 4.2 Prepare quarterly financial statements (i.e. 4 times in a year) that are due one month after the end of each quarter;

5. Timelines

- 5.1 The services are required quarterly and annually in line with the calendar timeframes for reporting in the Agency and in line with the PFMA cycle.
- 5.2 The parties will agree on the duration and turn-around times in respect of expected outcomes once the successful bidder is appointed. The project will run from the appointment stage until the end of the PFMA cycle reporting period and continue with quarterly reporting for 24 months.
- 5.3 The service provider after submission of the draft AFS must avail themselves of any subsequent audit adjustments required until the conclusion of the project each year.

6. Required expertise and skills

The Service Provider should:

- 6.1 Have the capability, knowledge and experience in providing professional and expert services using CaseWare.
- 6.2 Provide the methodology and technical approach to tackling the project over the proposed term period using project milestones.
- 6.3 At least 5 - 10 years' experience as a credible professional service provider rendering or outsourcing compilation of annual financial statements using CaseWare in both public and private sector organisations will be acceptable; and

- 6.4 Have at least three (3) latest references where similar services were previously provided detailing the nature of the contract, amount and contact details.

7. Evaluation Criteria

- 7.1 This bid will be evaluated in two stages. The first stage evaluation is based on functionality, which will be evaluated using the following criteria and points. Service Providers will be evaluated on delivery expertise, approach and methodology.
- 7.2 The second stage of evaluation is based on price as well as equity ownership following the RTIA's supply chain management policies which are in line with the Preferential Procurement Policy Framework Act 5 of 2000 (80/20) PPPFA scoring principles).

APPLICABLE VALUES:

1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent

Detailed functional criteria	Points
Phase 1	
Experience of prospective bidder in rendering services of the preparation of annual financial statements in both public and private sector organisations using Caseware (the following must be provided):	30 points
<i>The profile of the bidder</i> <i>Similar projects dealt with previously and the nature of those projects</i>	
<input type="checkbox"/> Above 10 years' experience = 5	
<input type="checkbox"/> Minimum of 9 - 8 years' experience = 4	
<input type="checkbox"/> Minimum of 7 - 8 years' experience = 3	
<input type="checkbox"/> Minimum of 6 - 7 years' experience = 2	
<input type="checkbox"/> Minimum of 5 - 6 years' experience = 1	
<input type="checkbox"/> No submission = 0	

<p>References where similar services were previously provided detailing the nature of the contract and contact details. This must be specific to the preparation/ compilation of annual financial statements using Case Ware for GRAP within the public sector.</p> <p><input type="checkbox"/> <i>Provision of more than 5 relevant reference letters from previous clients = 5</i></p> <p><input type="checkbox"/> <i>Provision of 5 relevant reference letters from previous clients = 4</i></p> <p><input type="checkbox"/> <i>Provision of 4 relevant reference letters from previous clients = 3</i></p> <p><input type="checkbox"/> <i>Provision of 3 relevant reference letters from previous clients = 2</i></p> <p><input type="checkbox"/> <i>Provision of 2 relevant reference letters from previous clients = 1</i></p> <p><input type="checkbox"/> <i>Non provision = 0</i></p>	10 points
<p>Technical approach (methodology)</p> <p>Elaborate on the processes and approach as well as possible tools, systems or methods that you will use when preparing Case Ware AFS for GRAP purposes. Project milestones must be provided.</p>	30 points
<p>The capacity of personnel to be used CVs and qualifications of the relevant personnel must be provided.</p> <p><input type="checkbox"/> 20 years and above = 5</p> <p><input type="checkbox"/> 15 - 19 years = 4</p> <p><input type="checkbox"/> 10 – 14 years = 3</p> <p><input type="checkbox"/> 5 – 9 years = 2</p> <p><input type="checkbox"/> Less than 5 years = 1</p> <p><input type="checkbox"/> No submission = 0</p>	30 points
TOTAL	100 points
Minimum required score	70 points

Only service providers that qualify from Phase 1 with a minimum score of 70/100 points will be considered and assessed in Phase 2.

Phase 2: Pricing and B-BBEE: Preferential Procurement Policy Framework Act 5

Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution per the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

8. Submission of proposals

8.1 Bidders must furnish the following information as part of the bid response:

- 8.1.1 Proposal in response to the request for quotation/proposal; and
- 8.1.2 All mandatory SCM and SBD documents as will be communicated.

8.2 The following conditions will be applicable:

- 8.2.1 The contract price will remain fixed for the first year of the contract; thereafter will be subject to review on the anniversary of the contract based on the consumer price index (CPI). All price(s) must be inclusive of all costs plus VAT. VAT must be shown separately. Price (s) quoted must be valid for at least sixty (60) days from the closing date of the quotation; and
- 8.2.2 All quotes should be submitted within RTIA stipulated timeframes of procurement.

Please note that failure to complete and sign all bids documentation and or to submit all of the above-mentioned documentation as requested will result in the bidder's bid is automatically disqualified and not being considered.

9. Right to appoint

The Agency reserves the right not to appoint a service provider if it is established that no proposal meets the requirements.

10. Closing Date & submission of quotes

10.1 Quotes are expected to be submitted no later than 16h00 on 23 February 2022.

10.2 Quotes may be submitted electronically by e-mail to Daphney.Matlhoko@rtia.co.za or quotes@rtia.co.za.

11. Enquiries and more information

All enquiries and requests for more information should be directed to the sender by email.