

VAAL ORANGE CATCHMENT MANAGEMENT AGENCY

REQUEST FOR BID

BID NUMBER: VO 005-2026/2027

APPOINTMENT OF AN ACCOUNTING PROFESSIONAL SERVICE PROVIDER FOR PREPARATION AND COMPILATION OF THE COMPLETE SET OF 2025/26 ANNUAL FINANCIAL STATEMENTS

ISSUE DATE:

02 APRIL 2026

CLOSING DATE:

16 APRIL 2026 AT 11:00am

SUBMIT QUOTATIONS DOCUMENTS TO:

OR e-Tenders

TENDER NAME :

CSD SUPPLIER NUMEBR :

Briefing session

N/A

TENDERER: (Company address and stamp)

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
|--|--|---------------|---|--|----------------|
| BID NUMBER: | VO 005-2026/2027 | CLOSING DATE: | 16 APRIL 2026 | CLOSING TIME: | 11:00AM |
| DESCRIPTION | APPOINTMENT OF AN ACCOUNTING PROFESSIONAL SERVICE PROVIDER FOR PREPARATION AND COMPILATION OF THE COMPLETE SET OF 2025/26 ANNUAL FINANCIAL STATEMENTS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| e-Tenders Portal | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Supply Chain Management | | CONTACT PERSON | Neo Smouse | |
| TELEPHONE NUMBER | | | TELEPHONE NUMBER | | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | mokhuwas@dws.gov.za | | E-MAIL ADDRESS | SmouseN@dws.gov.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | | | |

| | |
|---------------------------------------|---|
| 1. BID SUBMISSION: | |
| 1.1. | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. |
| 1.2. | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. |
| 1.3. | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. | THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). |
| 2. TAX COMPLIANCE REQUIREMENTS | |
| 2.1 | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. |
| 2.2 | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA . |
| 2.4 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 2.5 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.6 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 2.7 | NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

| | | |
|---|----|---|
| 80/20 | or | 90/10 |
| $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or | $P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|---|---|
| Women Ownership | 5 | |
| Disability Ownership | 5 | |
| Youth Ownership (35 and below) | 5 | |
| Location of enterprise (local equals province) | 2 | |
| B-BBEE status level contribution from level 1 or 2 which are QSE or EME | 3 | |
| | | |
| Total points for SPECIFIC GOALS | 20 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

| |
|--|
| <p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> |
| <p>SURNAME AND NAME:</p> |
| <p>DATE:</p> |
| <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |

**PRICING SCHEDULE
(Professional Services)**

| | |
|-----------------------|------------------------------------|
| NAME OF BIDDER: | BID NO.: VO 005-2026/2027 |
| CLOSING TIME 11:00 | CLOSING DATE: 16 APRIL 2026 |

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID. **16 APRIL 2026**

| ITEM NO INCLUDED) | DESCRIPTION | BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES |
|-------------------|-------------|--|
|-------------------|-------------|--|

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| 4. PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|------------------------|-------------|------------|
| ----- | R----- | ----- |
| ----- | R----- | ----- |
| ----- | R----- | ----- |
| ----- | R----- | ----- |
| ----- | R----- | ----- |

5.PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

| | | |
|-------|--------|------------|
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| | | | R..... |
| | | | R..... |
| | | | R..... |
| | | | R..... |

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| | | | R..... |
| | | | R..... |
| | | | R..... |
| | | | R..... |

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

For Technical enquiries: Mr. Neo Smouse

Contact person: SmouseN@dws.gov.za

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I hereby undertake to render services described in the attached bidding documents to **Vaal-Orange Catchment Management Agency (VOCMA)** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **VO 005-2026/2027** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder’s Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| | |
|------------|-------|
| WITNESSES | |
| 1 | |
| 2 | |
| DATE:..... | |

Terms of Reference for the appointment of an Accounting Professional Service Provider for preparation and compilation of the complete set of 2025/26 Annual Financial Statements.

1. INTRODUCTION

The Vaal-Orange Catchment Management Agency (VOCMA), a public entity listed in Schedule 3A of the PFMA, was established in terms of Chapter 7 of the National Water Act, 36 of 1998, with the mandate to promote equitable and sustainable water resources management at catchment level.

The Agency was officially established with a new Board appointed in December 2023 to handle decentralised water resource management.

2. OBJECTIVE OF THE ASSIGNMENT / BID

The Agency seeks to appoint a competent service provider to provide comprehensive financial management support for the preparation and compilation of the complete set of AFS for 2025/26 financial year.

The overarching objective of this assignment is to stabilise, strengthen, and professionalise the financial management environment of the Agency to ensure credible, compliant, efficient, and sustainable financial administration beyond the assignment period.

The primary objectives of the service provider's intervention are to:

- Ensure timely and accurate preparation of Annual Financial Statements (AFS) that comply with GRAP.
- Strengthen financial governance and internal controls across all finance functions.
- Improve audit outcomes by addressing root causes of historical findings.
- Enhance financial reporting, budgeting, revenue management, expenditure management, and SCM controls.
- Implement a structured skills transfer programme to enable VOCMA officials to eventually perform all functions independently.

The purpose of the bid is to appoint a suitably qualified accounting firm to perform the following:

3. SCOPE OF WORK

- To review and restate 2024/25 Financial Statements;
- To perform a review of the prior year audit report and management letter and resolve audit findings;
- To perform prior year adjusting journal entries accepted by Auditor General SA;
- To provide clear supporting documentation that will be acceptable to Auditor General SA;
- Ensure that the balances in the general ledger and on the annual financial statements are fairly presented in all material respect (i.e. contain no material misstatements);

- Prepare and compile 2025/26 annual financial statements that are fully compliant with the GRAP standards and a corresponding audit file for submission to the Office of the Auditor-General for audit within internal reporting system;
- Ensure that suspense accounts are cleared and all journals are adequately supported with audit evidence;
- 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 for reporting are complied with for 2025/26 FY reporting cycle;
- Perform on-the-job training to relevant officials in their role in the preparation of the financial statements and skills transfer where applicable;
- Perform A detailed review of all accounting processes and policies in comparison to new developments in the public sector sphere (changes in standards, changes in best practice, changes in GRAP requirements). The relevant review notes need to clearly indicate how items were resolved;
- Document the accounting processes to update/compile policies and procedures;
- Final draft of AFS must be submitted to the Agency by the 15th of May 2026 to allow for quality review;
- Provide technical support;
- Ensure prior year adjustments or errors meet the relevant accounting standards;
- Present the reports to the Executive Management and Finance team and/ or governing body if so required;
- External audit support, which entails engaging with AGSA for clarification of assertions made in the AFS or any other documents, including audit file.

4. PROCUREMENT POLICIES AND PROCEDURES

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

5. MINIMUM REQUIREMENTS / MANDATORY REQUIREMENTS

5.1 Mandatory administrative documents

- The prospective bidder must be registered on Central Supplier Database (CSD) prior to submitting bids.
- Tax compliance status must be in order.
- Completed and signed SBD forms 1, 3.3, 4, 6.1, must be submitted.

5.2 Professional Sector Certifications

The firm or service provider must provide proof of licence to practice, SAICA / SAIPA **Professional Body Membership and/or** valid certificates for resources on the project team.

5.3 The Technical Proposal Pack

The proposal is the core of your bid and key for evaluation of functionality:

- **Project Plan/Methodology:** How will you handle the preparation and compilation of the financial statement, include timelines and milestones.
- **Resource Schedule:** A list of who will work on the project and their roles.
- **Track Record (Reference Letters):** Signed letters from previous clients.

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

6. 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 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.

7. FUNCTIONALITY CRITERIA

| NO | FUNCTIONALITY CRITERIA | SCORE | WEIGHT |
|----|--|---|--------|
| 1. | <p>Team Leader</p> <p>CV for the team leader including certified copied of qualifications, skills and proof of membership to professional body (bodies).</p> | <p>Rating 5</p> <ul style="list-style-type: none"> · Chartered Accountant (SA), · Confirmation of up-to-date membership with SAICA (2026 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 <p>Rating of 4 =</p> <ul style="list-style-type: none"> · Chartered Accountant (SA), Confirmation of up-to-date membership with SAICA (2026 year) · Detailed CV (Between 3-4 years with) · 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 <p>Rating of 3 = Chartered Accountant (SA),</p> <ul style="list-style-type: none"> · Confirmation of up-to-date membership with SAICA (2026 year) · Detailed CV (Between 12-24 months 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 | 45 |

| | | | |
|----|---|---|----|
| | | <p>external auditors, Audit Committees and Accounting Authorities</p> <p>Rating of 2</p> <ul style="list-style-type: none"> · Chartered Accountant (SA), · Detailed CV (Between 1-12 months) · Experience working in an PFMA Accounting Environment · Knowledge of CaseWare · Experience in liaising with internal and external auditors, Audit Committee 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 (2026 year) · Detailed CV (with no experience in) - Drafting of GRAP financial statements - Working in an PFMA Accounting environment - Knowledge of CaseWare - liaising with internal and external auditors, Audit Committees and Accounting Authorities | |
| 2. | <p>Team Qualifications & Skills: Note: This can be one or more than one member CV's for: Team the qualifications, skills and membership to professional bodies for each of the members listed.</p> | <p>Rating 5</p> <ul style="list-style-type: none"> · Skills mix within the assigned team includes CA (SA), RA(SA), Professional Accountant (SA) with experience in GRAP compliant register · 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) · 75% of the staff members must have extensive knowledge of the PFMA, GRAP, | 40 |

| | | | |
|----|--|---|----|
| | | <p>CaseWare and Government processes · Public Sector Experience.</p> <p>Rating of 3</p> <p>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> <p>Rating 2</p> <p>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> <p>Rating of 1</p> <p>· 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.</p> | |
| 3. | <p>Reference letters from companies as evidence of similar/related work successfully conducted. 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. VOCMA will contact the references to confirm the information in the reference letters.</p> | <p>3 valid letters attached 15 = 15 points 2 valid letters attached = 10 points 1 valid letter attached = 5 points No reference letters attached. = 0 points</p> | 15 |

| | | | |
|----|--------------------------|--|------------|
| | | | |
| 4. | Total | | 100 |
| 5. | Minimal Threshold | | 70 |

8. PRICING SCHEDULE

| Estimate | Team Leader | Team Member 1 | Team Member 2 | Team Member 3 | Team Member 4 |
|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|
| Job Title | | | | | |
| Hourly Rate | | | | | |
| Hours | | | | | |
| Disbursements | | | | | |
| Total | | | | | |