

ANNEXURE B
EVALUATION CRITERIA

4. Evaluation Criteria

4.1 Technical accounting advisory services

4.1.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
4.1.1.1	The key member Director/Partner must be Chartered Accountant - CA (SA) / Chartered Institute of Management Accountants (CIMA) Please provide Proof in form of certification		
	Substantiate/ Comment		

4.1.2 Technical evaluation

Minimum Technical Threshold 70%			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work relevant to each professional services			
4.1.2.1 Capacity to execute the Scope of Work relevant to each professional services-Team Structure The team is composed of at least Engagement partner/director, manager and 2 other team members. Provide proposal with team structure for the specific professional service bided for and the roles and responsibilities.		Team structure and roles and responsibilities for the professional service offered as per proposal submitted,	10%
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		
The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidder the (Company)			
4.1.2.2 Company Experience – Organisational level The bidder must have successfully completed similar or related projects in the past for the specific advisory service in which they are bidding for. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 5 years. Please refer to Table (A) Annexure B of this document for the format in which the required information must be provided. The bidder must submit reference letters from their clients stating the specific technical accounting advisory service. The reference letter must not be older than 36 months, signed and must be on the client's letterhead. The evaluation will be conducted for each of the advisory service.		Reference letters	20%
7 or more Projects completed with signed reference letters	5		
6 Projects completed with signed reference letters	4		
5 Projects completed with signed reference letters	3		
3 Projects completed with signed reference letters	2		
>Less than 3 projects completed with signed reference letters	1		

No similar projects completed	0		
-------------------------------	---	--	--

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Engagement Partner/Director			
4.1.2.3 Experience of the Engagement Partner/Director The Engagement Partner/Director assigned to the project must have extensive and relevant experience in similar services for the specific technical accounting advisory service in which they are bidding for. Please provide CV of the Engagement Partner/Director clearly listing the name of clients and work done, The CV's must be of the people listed in the team structure. The evaluation will be conducted for each of the transaction advisory service		CV of the Engagement Partner/Director clearly listing the name of clients, contact details and work done	20%
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Manager/Senior Manager			
4.1.2.4 Experience of the Manager/ Senior Manager The Manager/Senior Manager assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Manager/ Senior Manager clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure. The evaluation will be conducted for each of the transaction advisory service		CV of the Manager/ Senior Manager clearly listing the name of clients, contact details and work done	25%
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Proposed Team			
4.1.2.5 Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for each of the advisory service		CV of the Proposed Team clearly listing the name of clients, contact details and work done	25%
5 or more similar projects completed	5		
4 Similar projects completed	4		
3 Similar projects completed	3		
2 Similar projects completed	2		
1 Similar project completed	1		
0 Similar project completed	0		

4.2 Tax Advisory Specialist

4.2.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
4.2.1.1	The key member Director/Partner must be Chartered Accountant CA (SA) / have Masters in Taxation / South African Institute of Taxation (SAIT) Please provide Proof in form of certification		
	Substantiate/ Comment		

4.2.2 Technical evaluation

Technical evaluation

Minimum Technical Threshold 70%			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work relevant to each professional services			
4.2.2.1 Capacity to execute the Scope of Work relevant to each professional services-Team Structure The team is composed of at least Engagement partner/director, manager and 2 other team members. Provide proposal with team structure for the specific professional service bided for and the roles and responsibilities.		Team structure and roles and responsibilities for the professional service offered as per proposal submitted,	10%
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		

The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidder the (Company)			
4.2.2.2 Company Experience – Organisational level The bidder must have successfully completed similar or related projects in the past for the specific advisory service in which they are bidding for. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 5 years. Please refer to Table (A) Annexure B of this document for the format in which the required information must be provided. The bidder must submit reference letters from their clients stating the specific technical accounting advisory service.		Reference letters	20%

The reference letter must not be older than 36 months, signed and must be on the client's letterhead. The evaluation will be conducted for each of the advisory service.			
7 or more Projects completed with signed reference letters	5		
6 Projects completed with signed reference letters	4		
5 Projects completed with signed reference letters	3		
3 Projects completed with signed reference letters	2		
>Less than 3 projects completed with signed reference letters	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Engagement Partner/Director			
4.2.2.3 Experience of the Engagement Partner/Director The Engagement Partner/Director assigned to the project must have extensive and relevant experience in similar services for the specific technical accounting advisory service in which they are bidding for. Please provide CV of the Engagement Partner/Director clearly listing the name of clients and work done, The CV's must be of the people listed in the team structure.		CV of the Engagement Partner/Director clearly listing the name of clients, contact details and work done	20%

The evaluation will be conducted for each of the transaction advisory service			
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Manager/Senior Manager			
4.2.2.4 Experience of the Manager/ Senior Manager The Manager/Senior Manager assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Manager/ Senior Manager clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure. The evaluation will be conducted for each of the transaction advisory service		CV of the Manager/ Senior Manager clearly listing the name of clients, contact details and work done	25%
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Proposed Team			
4.2.2.5 Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for each of the advisory service		CV of the Proposed Team clearly listing the name of clients, contact details and work done	25%
5 or more similar projects completed	5		
4 Similar projects completed	4		
3 Similar projects completed	3		
2 Similar projects completed	2		
1 Similar project completed	1		
0 Similar project completed	0		

4.3 Internal controls

4.3.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
4.3.1.1	The key member Director/Partner must be Chartered Accountant – CA (SA) / Certified Internal Auditor (CIA) (Institute of Internal auditors) Please provide Proof in form of certification/ SAICA or CIA no.		
	Substantiate/ Comment		

4.3.2 Technical evaluation

Technical evaluation

Minimum Technical Threshold 70%			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work relevant to each professional services			
4.3.2.1 Capacity to execute the Scope of Work relevant to each professional services-Team Structure The team is composed of at least Engagement partner/director, manager and 2 other team members. Provide proposal with team structure for the specific professional service bided for and the roles and responsibilities.		Team structure and roles and responsibilities for the professional service offered as per proposal submitted,	10%
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		

The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidder the (Company)			
4.3.2.2 Company Experience – Organisational level The bidder must have successfully completed similar or related projects in the past for the specific advisory service in which they are bidding for. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 5 years. Please refer to Table (A) Annexure B of this document for the format in which the required information must be provided. The bidder must submit reference letters from their clients stating the specific technical accounting advisory service.		Reference letters	20%

The reference letter must not be older than 36 months, signed and must be on the client's letterhead. The evaluation will be conducted for each of the advisory service.			
7 or more Projects completed with signed reference letters	5		
6 Projects completed with signed reference letters	4		
5 Projects completed with signed reference letters	3		
3 Projects completed with signed reference letters	2		
>Less than 3 projects completed with signed reference letters	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Engagement Partner/Director			
4.3.2.3 Experience of the Engagement Partner/Director The Engagement Partner/Director assigned to the project must have extensive and relevant experience in similar services for the specific technical accounting advisory service in which they are bidding for. Please provide CV of the Engagement Partner/Director clearly listing the name of clients and work done, The CV's must be of the people listed in the team structure.		CV of the Engagement Partner/Director clearly listing the name of clients, contact details and work done	20%

The evaluation will be conducted for each of the transaction advisory service			
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Manager/Senior Manager			
4.3.2.4 Experience of the Manager/ Senior Manager The Manager/Senior Manager assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Manager/ Senior Manager clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure. The evaluation will be conducted for each of the transaction advisory service		CV of the Manager/ Senior Manager clearly listing the name of clients, contact details and work done	25%
7 or more projects completed	5		
6 Projects completed	4		
5 Projects completed	3		
3 Projects completed	2		
>Less than 3 projects completed	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Proposed Team			
4.3.2.5 Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services for the technical accounting advisory service in which they are bidding for. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for each of the advisory service		CV of the Proposed Team clearly listing the name of clients, contact details and work done	25%
5 or more similar projects completed	5		
4 Similar projects completed	4		
3 Similar projects completed	3		
2 Similar projects completed	2		
1 Similar project completed	1		
0 Similar project completed	0		

Each panel will be grouped into the 3 categories based on the services required in this scope of work:

Category 1: Technical accounting advisory services (IFRS based).

Category 2: Tax advisory services

Category 3: Internal controls

Annexure B

Template for company's experience

ANNEXURE B

Table A: (Document format for Company Experience)

Name of the project and year completed	The role of your company	Monetary size of the project	Project details/description	Time expected to complete the project by client	Actual time taken to complete the project	Contactable reference for each of the project
						Name: Designation: Contact number: Email address:

[Note to the Bidder: The Bidder may provide this information in a separate page provided it enlists all the information required per the template and also it is clearly marked that it's responding to this Technical Evaluation Criteria.]

Annexure C

GAP analysis

GAP ANALYSIS REPORT FOR ENGAGEMENT OF CONSULTANTS AT CEF (SOC) LTD

1. PURPOSE

The purpose of this submission is to recommend to the Procurement Committee approval of the following:

- Gap analysis confirming the non-availability of resources within CEF (SOC) Ltd to execute the consultancy services required;
- Consultancy reduction services required; and
- Appointment of Consultant(s) from the subsequent tender.

2. INTRODUCTION

National Treasury issued an instruction (*Treasure Instruction 03 of 2017/2018*) prescribing cost containment measures to be implemented by all state institutions, effective 15 May 2017, regarding engagements of consultants.

Based on this instruction, CEF (SOC) Ltd may only contract Consultants after a gap analysis has confirmed that CEF (SOC) Ltd does not have the requisite skills or resources in its employ to perform the assignment/services required. A consultancy reduction must then be developed and approved for implementation.

3. SERVICES REQUIRED

The services required re for the following:

Professional service Category	Specific finance advisory service
Technical accounting advisory services	Review of annual financial statements for compliance with applicable reporting framework, Companies Act, Public Finance Management Act and any applicable laws and regulations
	Review and benchmarking of annual financial statements/integrated annual report against other companies' in the energy industry
Tax advisory services	Company tax review for compliance with applicable tax laws
	Company tax structuring
Internal controls	Review and identify gaps with current CEF business processes, standard operating procedures and policies and propose recommendations on how to improve for optimization/efficiency
	Drafting efficient business process, standard operating procedures and policies
	Benchmarking of business process, standard operating procedures and policies for efficiency.

Date required: From September 2024

Estimated Cost R6 million

Duration: 3 years

4. GAP ANALYSIS

Resources(s) required	Minimum skill set required #			Available within CEF (SOC) Ltd (Yes/No)
	Education	Experience (Including years)	Professional Registration	
Technical/Accounting consultant	CA(SA)	Review of annual financial statements prepared in accordance with IFRS and Companies Act for Energy companies	SAICA	No
Tax consultant	CA(SA) with masters in Taxation	Effective Income tax and VAT structuring of an Energy Group	SAICA	No
Internal controls consultant	CA(SA)/ CIA	Draft/review of business processes and policies and efficiency for Energy companies	SAICA/IIA	No

- The current teams skills set is limited to the calculation and computation of the income tax based on the current/normal business operation. The team has never performed structuring business effectively for income tax and dealt with tax on complex transactions.
- The team has never conducted any work related to project finance, acquisitions, capital raising, working capital management for loss making companies
- The team prepared the annual financial statements and needs an independent person to review the annual financial statements for completeness, usefulness, relevance and compliance
- The team prepares business processes for finance however an expert is required to review such policies and business gaps, benchmarking, effectiveness and efficiency.
- The risk team currently does not have sufficient capacity to execute all the work planned.

5. CONSULTANCY REDUCTION PLAN

The consultancy will work with the CEF finance team in order to transfer skills. The consultant has to provide the template/model adopted to CEF i.e. tax calculation template, financial model template, accounting disclosure checklist, business processes developed etc.

COMPILED BY:

.....
Valli Essa
Group Finance Manager
Date: July 2024

SUPPORTED BY:

.....
Ms D Morabe
Group CFO
Date: July 2024

RECOMMENDED/ NOT RECOMMENDED

.....
Chairperson of the Procurement Committee
Date: July 2024