

BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: ACCOUNTING FIRM SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SUPPORT FOR AFS PREPARATOIN SERVICES TO BBI FOR A PERIOD OF FIVE (5) MONTHS

RFQ NUMBER:	RFQ 9887
RFQ ISSUE DATE:	22/02/2023
RFQ CLOSING DATE:	03/03/2023 @12:00 noon
RFQ VALIDITY PERIOD:	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	Request for quotation for an accounting firm to provide financial accounting support for AFS preparatoin services to BBI for a period of five (5) months
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management – Commercial Department Email: Zanele.Sibiya@infraco.co.za
ENQUIRY: NAME:	Zanele Sibiya

Bidders must acknowledge receipt of this RFQ on the above contact details.

BIDDER:

REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

FAX:

E-MAIL ADDRESS:

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHS Act and regulations and therefore it is important for the bidders to include OHS compliance costs (i.e safety file for the recommended bidder will be approved by Broadband Infraco).
6. **Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.**
7. Bidders must attach valid BBBEE certificate, correct affidavit or valid exemption letters with the bid. **Copies must be certified.**
8. Bidders are required to complete Annexure A for all price quotations exceeding the value of R30 000 (VAT included).
9. This RFQ will be evaluated **in terms of** the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2017
10. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate **clearly** which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and **other** charges must be included in the total price quoted.
11. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambit of the law.
12. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
13. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
14. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.
15. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the given specification.

.....

DECLARATION BY BIDDER

I, the undersigned (NAME).....certify that :

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

Signature

.....

Date

.....

Capacity

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD

BID NUMBER:	RFQ9887	CLOSING DATE:	03/03/2022	CLOSING TIME:	12:00
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DESCRIPTION	Request for quotation for an accounting firm to provide financial accounting support for AFS preparatoin services to BBI for a period of five (5) months
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BID RESPONSE DOCUMENTS MUST BE SUBMITTED THROUGH EMAIL.

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							
TAX CLEARANCE NUMBER							
		TCS PIN:		OR	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No				<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?							
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
		<input type="checkbox"/>	A REGISTERED AUDITOR				
		NAME:					

[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]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
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PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER AND PROOF MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td style="padding: 5px;">3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td style="padding: 5px;">3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td style="padding: 5px;">3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p style="padding: 5px;">IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pearsal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black women owned		6		
30% people with disability		4		
51% Black youth owned		4		
51% Black owned		4		
White owned		2		

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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

TERMS OF REFERENCE

APPOINTMENT OF ACCOUNTING FIRM SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SUPPORT FOR AFS PREPARATOIN SERVICES TO BBI FOR A PERIOD OF FIVE (5) MONTHS



1. COMPANY BACKGROUND

Broadband Infraco legislative mandate is set out in the Broadband Infraco Act No. 33 of 2007 (the “Act”). The main objectives as set out in the Act are to expand the availability and affordability of access to electronic communications, including but not limited to underdeveloped and under serviced areas, in accordance with the Electronic Communications Act and commensurate with international best practice and pricing, through the provision of electronic communications network services and electronic communications services.

In addition, Broadband Infraco must comply with the Public Finance Management Act of 1999 as amended (the “PFMA”), National Treasury Regulations issued in terms of the Public Finance Management Act, and the Companies Act No. 71 of 2008 and other laws that govern the financial affairs, the stability and soundness of the financial system and manage the budget preparation process; and enforce transparency and effective management in respect of revenue and expenditure, assets and liabilities, of the Company.

Finance function is by far the most crucial support function in the Broadband infraco business as every decision taken has financial implications attached. The finance team therefore needs the capable and knowledgeable resources to serve as a partner to the operational activities of the organization.

2. PROJECT BACKGROUND

Bidders are invited to submit Proposals for the provision of Financial Accounting Support Services to the BBI and preparation of the Annual Financial Statements for 2022/ 2023. The BBI requires a two resources Finance Manager level and Financial Accountant to render professional services and provide additional capacity to ensure the company complies with the compilation of IFRS compliant annual financial statements for the 2022/23 financial year. The service provider is required to provide resources that will be actively involved in assisting Finance Department during the update of accounting record in preparation for updating the Annual Financial Statements (AFS) for the 2022/23 year-end and support in the audit

preparation from appointment date until 31 July 2023 (5 months), during the audit process until its completed.

The service provider will be expected to assist where necessary with update of accounting records that would ensure a complete trial balance in preparation for the AFS to be submitted to the Auditor, Shareholder and National Treasury. The service provider is also expected to assist in the update of the Audit File which will go together with the set of the AFS to be submitted to Auditors and to assist in dealing with audit findings.

3. OBJECTIVE OF THIS TENDER

Our primary need is for capable resources to provide financial accounting and asset management duties. To support the BBI CFO in adhering to PFMA reporting in terms of submitted pre- audit and post audit AFS and assist toward the preparation for audit and support audit readiness and implementation Audit Action Plan.

- To compile IFRS compliant AFS and related Audit File or Lead Schedules
- To ensure that previous audit findings are addressed in line with Audit Action Plan
- To assist in the review of accounting records like reconciliations, GL, TB, consolidated management accounts and ensure they align to AFS.
- Review Fixed Asset Register and ensure that it reconcile with the General Ledger & AFS.

Support services companies must have extensive experience in IFRS, Income Tax Act, Vat Act, Capital Gains Act, with knowledge of Public Finance Management Act (PFMA), Treasury Regulations and National Treasury instructions.

4. Required from Service Provider

- To be registered with professional body including the team for the project.
- To provider two (2) resources Finance Manager (or Senior FM) and Financial Accountant.

Further to note:

The Bidder must be an accounting firm with the technical experience and expertise in the accounting and auditing field as they will assist BBI in the year-end AFS preparation then report directly to CFO and provision of the audit support.

As stated above the bidder is expected to deploy two skilled, experienced, and knowledgeable resource to do technical execution in preparation of the AFS for submission to CFO, then for Audit and Risk Committee Review and Board approval. The Bidder will work with BBI Finance Team during the assignment and provide necessary support and transfer of skills to the finance department in compilation of the IFRS compliant AFS and Year-End Activities.

Assist in addressing findings in the Audit Action Plan during the yearend preparation

Assisting in compiling Audit file and relevant lead schedules that will make the BBI AFS are fairly presentable

The Bidder must submit regular reports (word and powerpoint) as part of the contract.

5. PROPOSED RESOURCES

Tenderers must propose three key resources in different categories to be evaluated. These resources may not be amended during evaluation process. Below is the list of candidates required.

Finance Manager (or Senior FM)

- Honours Bachelor of Commerce degree;
- Completed articles with a SAICA accredited firm;
- SAICA or SAIPA Qualified Accountant or other professional accounting bodies.
- At least 8 to 10 years financial accounting, reporting and audit support experience;
- 5 years management in financial accounting department
- Knowledge and experience with SAGE Evolution accounting system;
- Experience in preparing Annual Financial Statements (AFS) using Caseware (as BBI uses Caseware and it's a requirement)
- Knowledge of preparing AFS in line with IFRS, understanding PFMA and National Treasury regulations, and other Instruction notes

Additional Resources

- Bachelor of Commerce degree; postgrad will be an advantage
- Completed articles with a SAICA accredited firm;
- Registration with professional body like SAICA or SAIPA
- At least 4 to 5 years financial accounting and reporting experience;

- 1 to 3 years supervisor or management experience in financial accounting department
- Technical knowledge and experience with SAGE Evolution accounting system and updating the relevant accounts until TB level;
- Experience in preparing Annual Financial Statements (AFS) using Caseware (as BBI uses Caseware and it's a requirement)
- Knowledge of preparing AFS in line with IFRS, understanding PFMA and National Treasury regulations, and other Instruction notes

Moreover, Broadband Infracore may require additional resources in any of the categories as and when the need arise.

6. DURATION OF CONTRACT

The contract will be for a period of five (5) months, 1st March to 31 July

7. Reporting

The resources will be reporting to the Chief Finance Officer (CFO) daily during the duration of the project.

8. SCOPE OF THE REQUIREMENTS

9.1 Work area 1

Review the financial accounting reports and do necessary update or reconciliations

Compilation of the Annual Financial Statements that are IFRS compliant

Review the Fixed Asset Register and assist Asset Controller in effecting necessary updates

Assist in the verification of asset and re-assessment of useful lives, review of disposal report against SAGE

Reconciliation of FAR with the General Ledger

Review GL reconciliation and do any necessary updates

Update of the Audit File and other supporting schedules

Assist in the audit coordination and preparation for yearend audits

Play active role in the responding to audit findings

Review and ensure separate reporting for the Broadband Fund.

Report to CFO throughout the project of AFS compilation, update with audit adjustments and audit coordination or any matters that need CFO attention.

Provision of technical advice to project managers regarding the management of Work-In-Progress until its subsequent capitalization as assets under asset management.

Monthly monitoring on the accuracy of the Work-In-Progress account and its disclosure in the annual financial statements notes.

Manage the process of creating new project accounts and their subsequent closure upon completion of such process.

Prepare financial information for annual report

9.1.1 Financial Accounting Support

- Set deadlines for management accounting processing
- Provide GL allocation and verify cost for all invoices to ensure correct allocation
- Obtain trial balance and check for accuracy and reasonableness
- Process correction journals when required to ensure monthly results are available and accurate
- Assist financial manager and finance staff with queries and reconciliation
- Final release and check all creditor and cash book transactions after assistant management accountant did GL allocations
- In conjunction with the relevant line managers, drive the development and implementation of measures to avoid, reduce or mitigate the cost saving measures within the company.

9.1.2 Leadership

- Personnel development to ensure productive staff
- Provide on the job training (at this stage not limited to management accountant staff only)
- Ensure positive working environment

9.1.3 Year-end

- Make figures available to the auditors
- Deal with auditor queries

- Proof-read annual financial statements

9.1.4 Capital Management process and Project Accounting

- Provision of technical advice to project managers regarding the management of Work-In-Progress until its subsequent capitalization as assets under asset management.
- Monthly monitoring on the accuracy of the Work-In-Progress account and its disclosure in the annual financial statements notes.
- Manage the process of creating new project accounts and their subsequent closure upon completion of such process.
- Prepare financial information for annual report

9.1.5 Management of the company's Assets Management function

- Manage the process of capitalizing Work-In-Progress Accounts and ensure nonqualifying expenditure i.t.o IAS 16 are written off in the period they were incurred.
- Manage the process to dispose redundant assets or deemed uneconomical for business operations
- Review the residual value and the useful life of All Classes of assets at least at each financial year-end.
- Review the accounting of changes in residual values and useful lives prospectively as a change in estimate under IAS 8
- Review the residual value and the useful life of Fully Depreciated assets at least at each financial year-end.
- Review quarterly the reconciliations performed between assets on the floor and the fixed asset and vice versa.
- Review physical verifications reports quarterly, for verifications performed on assets and ensure all variances are resolved timely.
- Identify indicators (assets that have a nil carrying amount or assets nearing their useful) of possible adjustments in useful life
- Review Fixed Asset Recons monthly and ensure that depreciation calculations are reformed and reconciled with system depreciation calculations and ensure variances are resolved timely
- Review Fixed Asset Register monthly and ensure that assets which are no longer in use are removed from the register.
- Submit adjustments to useful lives of assets for approval by the board and that the accounting policies must then be aligned.

9.1.6 Tax

- Check PAYE, UIF and SDL returns for correctness
- Deal with PAYE, UIF and SDL queries from SARS.

9.2 Work area 2: Financial Accounting

The external resources will be required to work under supervision in assisting with the following activities.

9.2.1 Management of Financial Report and Statutory Reports

- Assist in the preparation of National Treasury AFS Template
- Monthly Calculation of all reconciliations, accruals and provisions etc
- Continuous review of the general accounts and their reconciliations to ensure validity of transactions
- Check the accuracy monthly accounts reconciliations between the general ledger and independent systems
- Follow up on long-standing reconciling items and ensure that they're resolved.
- Inspect GRV listing and the general journal listing monthly to ensure completeness. Where gaps occur in the sequence, the reason must be investigated and documented.
- Preparation and report on the status of the of management accounts, Accounts Receivable Age and Accounts Payable Age

9.2.2 Accounts Receivable

- Follow up on long outstanding accounts Receivable and Collections, and Sub function Staff debts managements
- Ensure that all disputes are resolved on a timely basis to ensure timely receipt of outstanding balances
- Coordinate customers credit applications process
- Analyse the financial viability of prospective customers (Assessment on their historical credit checks) and propose repayment terms and conditions
- Perform ongoing analysis of existing customers for potential credit health decline and consider amendment to credit terms
- Review and approve the monthly billing report (monthly invoices to suppliers)
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Check the accuracy of foreign exchange advance payments requests to staff regarding international business travel
- Manage the process to effect advance payment to staff
- Ensure that open Advances not reconciled within the agreed timeframes are deducted from staff salary
- Review and approve monthly reconciliation of staff advances
- Perform calculation to translate foreign debtors at spot rate at year end.

- Perform at least annually an assessment of Expected Credit Losses (ECL) as per IFRS9 in order to ensure that adequate provision is made.

9.2.3 Accounts Payable

- Ensure correct allocation of accounts on the accounting system / recording on Pastel
- Analyse all creditors reconciliation before payment is sent for processing of the banking system (accuracy of payments)
- Manage and report on payment to Small Medium Enterprises
- Review of age analysis and creditor reconciliations and follow-up on overdue payment.

9.2.4 Management of the Banking Functions

- Check accuracy of all payment batches and ensure all relevant supporting documents are attached (reading of creditors invoices received)
- Establish and FEC facilities for all foreign exchange debtors and creditors.
- Ensure that there are adequate funds in the current bank account to meet daily, weekly and monthly payments.

9.2.5 Management of Month End and Year end Processes

- Analyse the general ledger detail on a monthly basis and ensure that all necessary reallocations are done on a timely basis.
- Ensure that the monthly closing deadlines are adhered by all finance staff.
- Review adequacy of general ledger prior to submission of audit.
- Compile and approve month end system closure dates
- Undertake final trial balance
- Prepare audit evidence file to support the annual financial statement.

9.2.6 Management of external audit functions and audit fees

- Facilitate external audit access to management reports
- Manage external audit requests and ensure response to their requests within agreed time frames
- Assist line managers to responds to audit findings and to formalize management's response in order to avoid adverse reporting.

10. BID EVALUATION METHOD

The Evaluation will be done in three (3) phases, as follows:

10.1 PHASE 1 – MANDATORY ADMINISTRATIVE REQUIREMENTS (GATEKEEPERS)

Below is a list of mandatory requirements that bidders must include in their response. Failure to

comply and/or submit the below required documents will result in elimination from further evaluation.

10.1.1 Completion and submission of SBD 1 - Annexure	Comply	Not comply
Bidders must provide completed SBD 1 – “Invitation to Bid”.		
Substantiate/Comment		
10.1.2 Completion and submission of SBD 4 - Annexure F	Comply	Not comply
Bidders must provide completed SBD 4 – “Declaration of interest”.		
Substantiate/Comment		
10.1.3 Completion and submission of SBD 6.1 - Annexure G	Comply	Not comply
Bidders must provide completed SBD 6.1 – “Preference Points Claim Form in terms of the preferential procurement regulations 2017”		
Substantiate/Comment <i>(please indicate if portion of the contract will be subcontracted and what % will it be)</i>		
10.1.4 National Treasury Central Supplier Database (CSD)	Comply	Not comply
With effect from 1 April 2016, Accounting Officers and Accounting Authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury’s Central Supplier Database. Please attach the full report of the Central Supplier Database (CSD) from National Treasury to the bid response. Please provide proof of registration with National Treasury.		
Substantiate/Comment		
10.1.5 South African Revenue Services Certificate	Comply	Not comply
Bidder is required to submit an authorisation PIN as provided by the tax authority as verification information to be used by Broadband Infracore to validate SARS matters on website.		
Substantiate/Comment		

10.2 PHASE 2 – FUNCTIONALITY EVALUATION

Bidders must obtain a minimum score of **70/100** to qualify to be evaluated further on Price and BBBEE. Bidders who obtain less than the minimum threshold will be eliminated from further evaluation.

Description	Evaluation criteria	Score	Total points
Key personnel			40
<p>Qualifications: Specialist/Expert</p> <p>Senior Finance Manager-The bidder must provide a CV that will be used as evidence to substantiate the number of years of experience in full year-end processes which include compiling Annual Financial Statements using Caseware.</p> <p>If no proof of years of experience can be obtained from the CV provided, it will not be considered for the purpose of the calculation of the score. Bidders must submit certified copies of academic certificates for the proposed Senior Finance Manager to be deployed for the assignment and failure to submit will result in zero points awarded.</p> <p>(a) Less than 05 years = 10 points (b) 05 to 06 years = 20 points © 8years and above = 25 points</p>	NQF 6 – National Diploma and 5 year experience	10	25
	NQF 7 – Bachelor’s degree or B-tech and 6 years experience	20	
	NQF 8 – Honours degree or higher or Professional Qualification and 8years or above	25	
<p>Financial Accountant</p> <p>The bidder must provide a CV that will be used as evidence to substantiate the number of years of experience in full year-end processes which include compiling Annual Financial Statements using Caseware.</p> <p>If no proof of years of experience can be obtained from the CV provided, it will not be considered for the purpose of the calculation of the score. Bidders must submit certified copies of academic certificates for the proposed Senior Finance Manager to be deployed for the assignment and failure to submit will result in zero points awarded.</p> <p>(a) Less than 02 years = 5 points (b) 03 to 04 years = 10 points (c) 5 years and above = 15 points</p>	2 years	5	15
	3 - 4 years	10	
	>5years	15	

Company experience			30
<p>Bidders' experience in providing services with financial and accounting support together with Contactable Reference</p> <p>The bidder to provide a minimum of three (3) up to a maximum of (5) five relevant contactable references of past experience in AFS preparation using Caseware.</p> <p>(Provision of Finance support services in a public sector i.e. government departments, or municipalities or public entities)</p> <p>The bidder must be able to provide evidence in providing similar support services and to submit reference letters from clients who have acquired the same type of service from the bidder.</p> <p>Reference letters must include the name of the organisation, contact person, contact details and it must be signed and be on the client`s letterhead.</p> <p>The bidder to provide a minimum of 03 reference letters.</p> <p>(a) Less than 03 reference letters = 10 points (b) 03 to 04 reference letters = 20 points (c) 05 or more reference letters = 30 points</p>	Submitted proof of 3 similar past experience	10	
	Submitted proof of 4 similar past experience	20	
	Submitted proof of 5 and more similar past experience	30	
Methodology and Resource Management			30
<p>The bidder must demonstrate the methodology and approach to roll out the project (including a detailed phased in implementation plan with testing schedules)</p>	The proposal is vague and lacks and is not clear how the placements will be made and managed	0	
		10	

Poorly prepared methodology with no clear execution plan for AFS compilation and yearend audit support processes = 0 points Semi-complete methodology that does not fully outline the processes to execute yearend for pre-audit AFS preparation and post-audit processes = 10 points Complete methodology that outline process to execute with flow of activities for pre-audit AFS preparation and post-audit process with timelines = 20 points Clearly articulated and complete methodology that show flow of activities for pre-audit of AFS preparation and post-audit processes with clear schedules and timelines = 30 points	The proposal partly meets most of the objectives of this request		
	The proposal meets most of the objectives of this request	20	
	The proposal is highly acceptable, clearly articulate and exceeds the client's expectations and objectives	30	

10.3 PHASE 3 – COMMERCIAL EVALUATION

Quotations will be evaluated on 80/20 preference points system, where 80 is for price and 20 for specific goals.

The following table would apply for allocation of points

COMMERCIAL EVALUATION	
CRITERIA/S	WEIGHT
Price	80
Specific goals	20
TOTAL COMMERCIAL EVALUATION	100

10.3.1 PRICE EVALUATION

The 80/20 preference point systems will be applied:

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$$P_{min} = \text{Comparative price of lowest acceptable bid}$$

10.3.2 POINTS AWARDED FOR SPECIFIC GOALS

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:

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

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)
51% Black owned	6
51% Black youth owned	4
51% Black women owned	4
30% people with disability	4
White owned	2

11. PRICING SCHEDULE

No.	Description	Total per month (Excl VAT)	Number of Months	Total for Five Months
1.	Financial Accounting support services	R	5	R
	Sub-Total before VAT			R
	VAT @15%			R
	Grand Total (Incl VAT)			R