

## THE NATIONAL CREDIT REGULATOR

APRIL 2024

**TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A  
SERVICE PROVIDER TO PROVIDE ANNUAL FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR 2023/2024.**

**RFQ NUMBER: NCR910.04.2024**

**DUE DATE: 29 APRIL 2024 AT 11H00 SHARP CAT**  
EMAIL YOUR SUBMISSION TO: [TMaseko@ncr.org.za](mailto:TMaseko@ncr.org.za)  
COPY: [procurement@ncr.org.za](mailto:procurement@ncr.org.za)

## **PART A- GENERAL TERMS OF CONDITIONS (SCM)**

### **1. General Information for Bidders**

The National Credit Regulator (NCR) was established in terms of section 12(1) of the National Credit Act, Act 34 of 2005 and came into being on 1 June 2006.

The NCR will determine which bidding organisation ("bid participant"), if any, is appointed in response to this request for submission for the appointment of a service provider for the services of a suitable service provider to conduct the quality assurance review on the NCR's outsourced internal audit activity.

### **General Terms**

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2001/2022 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR ( Annexure B and B.1 that can be downloaded from NCR website - <https://www.ncr.org.za/index.php/procument/tender-standard-bidding-documents/general-terms-conditions> ). **Please read this document carefully and confirm your agreement to the terms prior to submitting your proposal.**

## 2. The Proposal Format

- **Economy of proposal preparation**

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant's ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to and provided in a file of annexure.

## 3. Validity of proposals

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least sixty (60) days from the due date for the submission of all bids.

## 4. Number of proposals

Each bid participant must email 1 their entire proposal, including all the documentation referred to in Section 7 below, in the format specified in that section. All submitted proposals will become the property of the NCR and will not be returned. The proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

## 5. Submission of proposals

- 5.1. Proposals must reach [TMaseko@ncr.org.za](mailto:TMaseko@ncr.org.za) , [procurement@ncr.org.za](mailto:procurement@ncr.org.za) before 11:00AM on 29 April 2024

**a) RFQ No: NCR910.04.24**

**b) TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANNUAL FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2023/2024.**

**c) CLOSING DATE: 29 APRIL 2024 AT 11H00 AM,**

- 5.2. Please note that this RFQ closes punctually at 11h00 on 29 April 2024. No late submissions will be considered under any circumstances.
- 5.3. **All** the documentation referred to in Section 7 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.
- 5.4. If responses are not delivered as stipulated in this Section 5.1, such responses will be considered “**late**”, and will not be considered for evaluation.
- 5.5. The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.
- 5.6. Submissions must not contain documents relating to any RFQ other than the one referred to in this RFQ.
- 5.7. The responses to the RFQ will be opened as soon as is practical after the expiry of the time advertised for receiving them.
- 5.8. After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Evaluation Committee. A minimum of 2 days’ notice will be given to relevant participants in advance of the presentation date.

## 6. Timetable

Date & time	Activity
22/04/2024	Issue RFQ document
29/04/2024	Closing date
<b>30/04/2024</b>	Evaluations
<b>17/05/2024</b>	Appointment of a supplier

The National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

## 7. Documentation to be submitted.

Document that must be Submitted	Guideline		Consequence of Non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. Proof of Registration on the Central Supplier Database Vendor number	Disqualification from process
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Preference Point Claim Form – SBD 6.1	Yes	Non-submission will lead to a zero (0) score on Specific goals	Zero points awarded for specific goals
Registration on Central Supplier Database (CSD)	Yes	<p>The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal.</p> <p>Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number starting with MAAA. Submit proof of registration.</p>	Disqualification from process
Acceptance of the General Terms and Conditions	Yes	<a href="https://www.ncr.org.za/index.php/procedure/tender-standard-bidding-documents/general-terms-conditions">https://www.ncr.org.za/index.php/procedure/tender-standard-bidding-documents/general-terms-conditions</a>	Disqualification from process

## 8. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

B-BBEE status level of contributor	Specific goals	Price
Total maximum points	20	80

The points system is outlined for the 80/20 to address the preferential procurement as followed:

### 8.1. SMME's which are owned by Black people.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF
Persons historically disadvantaged on the basis of race	81%- 100% black ownership	7
	51% - 80% black ownership	5
	31% - 50% black ownership	3
	0 – 30% black ownership	1

### 8.2. SMME's which are owned by People with disability

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged on the basis of disability	50 %- 100% owned by persons living with disabilities	3
	30% - 49% owned by persons living with disabilities	2
	0 – 29% owned by persons living with disabilities	1

### 8.3. SMME's which are owned by Women.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
	81% - 100% owned by women	7

Persons historically disadvantaged on the basis of gender – Women	51% - 80% owned by women	5
	31% - 50% owned by women	3
	0 – 30% owned by women	1

#### 8.4. SMME's which are Youth owned business.

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged based on age	50%- 100% owned by persons who are youth	3
	30% - 49% owned by persons who are youth	2
	0 – 29% owned by persons who are youth	1

#### 9. Evidence for specific goals

PROOF OF EVIDENCE TO SCORE SPECIFIC GOALS POINTS			
EVIDENCE	YES	NO	ATTACH EVIDENCE (indicate a page)
Share certificate			
ID Copies stamped by the commissioner of oath			
Sworn affidavits			
BBBEE certificates			
Proof of disability			
CIPC Documents			

**NB: Bidders will only score points based on the evidence submitted.**

#### 10. Reporting of fraud and corruption

The National Credit Regulator management is commitment to transparency, integrity, and accountability, as described in our Code of Conduct and business principles. Which led to the establishment of the Ethics Line. The Ethics Line seeks to provide an independent and comprehensive service through enhanced anonymity assurance and a wide range of

communication channels. Bidders and members of the public are encouraged to use the following toll-free line to report any misconduct relating procurement activities amongst others.

### **Fraud / Anti-Corruption Hotline**

**Report any incidents of wrongdoing  
to the KPMG Ethics Line**

**0800 20 53 17 (Toll Free)**



## **PART B: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANNUAL FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2023 2024**

### **1. PURPOSE OF THE REQUEST FOR QUOTATION ('RFQ')**

The purpose of the RFQ is to appoint a service provider that can prepare the annual financial statements of the NCR to be published for audit by Auditor General of South Africa.

### **2. BACKGROUND**

The National Credit Regulator ('NCR') is the regulatory authority established on 01 June 2006 in terms of the National Credit Act No. 34 of 2005, with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry and to protect consumers.

The NCR is required to report its financial information in accordance with Standards of Generally Recognised Accounting Practice ('GRAP') as prescribed and as such will prepare GRAP financial statements for the year ended 31 March 2024, together with comparative information for the year ended 31 March 2023, for submission to the Auditors on 31 May 2024.

To this end the NCR invites suitably qualified, appropriately accredited, and interested bidders who have, and can demonstrate, the necessary capacity, to submit proposals and or quotations for the delivery of services as outlined in these terms of reference.

### **3. SCOPE OF WORK**

The RFQ for the appointment of a suitable service provider to supply services for the preparation of the NCR's Annual Financial Statements ("AFS") in line with the requirements of GRAP. The NCR is audited by the Auditor General of South Africa ("AGSA").

The Scope of this project is to appoint a service provider to deliver the services to the NCR as outlined below:

Prepare GRAP compliant AFS for the year ending 31 March 2024 with comparative information.

- Prior year Caseware template will be provided by Management to the successful provider.
- The NCR-owned Caseware software must be used to prepare the AFS.
- Confirm that the AFS is supported with working papers and source documentation that clearly explain where amounts are taken from, and where they are not, advise Management on the requirement.
- As required, 16 hours will be allocated from the price submission to assist Management with preparation of some working papers. The quotation submitted must indicate these hours and related cost separately.
- Prepare and recommend adjusting journals with sufficient supporting documentation to ensure accuracy and completeness of the Trial Balance on the ERP in use by the NCR.
- Project to commence on 1 May 2024 with the first draft AFS to be presented to the CFO by 8 May 2024 to provide for a period of amendment and oversight and review by the Internal Auditor and Audit and Risk Committee.
- The provider must consider input from the relevant oversight and review process and make relevant amendments to the draft AFS.
- Final AFS must be provided by 29 May 2024.
- The provider should consider changes to or new GRAP standards that may impact the entity, and which are listed on the prior year audited AFS.
- The provider must be able to work remotely.

**4. CONTRACT PERIOD**

- The duration of the contract is for a period of one month. Successful bidder will be required to enter into a formal contract with the NCR (SBD 7.2) for compulsory specification prior execution of any work.

**5. THE FUNCTIONALITY CRITERIA WILL BE EVALUATED BASED ON THE FOLLOWING:**

The bidder's proposal will be scored according to the below points system and scoring criteria:

0 = Zero Experience / 0 and / or Irrelevant Information / None submission

- 1 = Poor;  
 2 = Does not meet the requirements;  
 3 = Partially meets the requirements;  
 4 = Meets the Requirements;  
 5 = Exceeds the Requirements

No	Description	Weight
1	<p><b>Organizational experience, Skills, and Ability of Service Provider:</b>            Provide a brief company profile, listing the experience in GRAP AFS preparations.</p> <ul style="list-style-type: none"> <li>• Over Four (4) relevant projects in the public sector = 5</li> <li>• Four (4) relevant projects in the public sector =4</li> <li>• Three (3) relevant projects in the public sector =3</li> <li>• Two (2) relevant projects in the public sector =2</li> <li>• One (1) relevant project in the public sector =1</li> <li>• Non-submission/ Irrelevant Information = 0</li> </ul>	30
2	<p><b>References:</b>            Provide reference letters of at least four (4) clientele where GRAP AFS preparation work has been conducted in the past 36 months with contact telephone numbers and email addresses.</p> <ul style="list-style-type: none"> <li>• Over Four (4) reference letters = 5</li> <li>• Four (4) reference letters = 4</li> <li>• Three (3) reference letters = 3</li> <li>• Two (2) reference letters = 2</li> <li>• One (1) reference letter = 1</li> <li>• Non-Submission/ Irrelevant Information of reference letters = 0</li> </ul>	20
3	<p><b>Relevant Qualifications of Resources:</b>            Person on project as Team Leader with relevant qualification (provide valid membership registration from SAICA, e.g. letter of good standing from SAICA)</p> <ul style="list-style-type: none"> <li>• Chartered Accountant (SA) registered with SAICA = 5</li> <li>• Non SAICA registered = 0</li> </ul>	30
4	<b>Internal Capacity and Skills of Resources:</b>	20

	Person on project as Team Leader with experience in similar projects in public sector. <ul style="list-style-type: none"> <li>• Over 7 years' experience = 5</li> <li>• 7 years' experience = 4</li> <li>• 5-6 years' experience = 3</li> <li>• 3-4 years' experience = 2</li> <li>• 1-2 years' experience = 1</li> <li>• No experience or below 1 year experience = 0</li> </ul>	
<b>Total Score</b>		<b>100</b>

Bidders must score **70 points** to be evaluated further on Price and Specific goals, bidders failing to score **70 points** will be disqualified and will not be evaluated further.