



Request for Quotations

**PROCUREMENT OF A SERVICE PROVIDER TO PROVIDE QUALITY ASSURANCE ON THE
DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION
REPORTED FOR 2021/22**

19 April 2021

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1. Purpose

The purpose of this document is to invite proposals from suitably qualified service providers to submit proposals to provide a quality assurance on both annual financial statements and the annual performance for the Agency.

2. Objectives

The service providers should ensure that the quotation clearly set out how they intend to meet the expectation of assisting the the Finance unit with the independent review of the Annual Financial Statements and the the Annual Performance Report.

3. Scope of Services Required

A credible service provider is required to provide quality assurance on both annual financial statement and the annual performance report. Amongst other things, to assist the Agency with improving quality of both annual financial statement and the annual performance report for submission purposes. A service provider required should be able to render professional services to the Agency and provide expert knowledge and skills. The reviewer should perform procedures that provide a reasonable basis for obtaining limited assurance which will be concentrated in areas where there are enhanced risks of misstatement.

3.1 Review of Annual Financial Statement

- 3.1.1 To perform a review and issue an audit certificate for the technical review of the 2021/22 annual financial statements aligned to the standards of GRAP.
- 3.1.2 To perform a review to ensure that the audit file is complete and ready for the Auditor General's annual financial audit for the 2021/2022 financial year.
- 3.1.3 Estimated Timing: May 2022
- 3.1.4 Estimated hours - 40hrs including feedback and responses to management on queries regarding findings communicated for action.

3.2 Review of Annual Performance Information

- 3.2.1 To perform a review and issue an audit certificate for the technical review of the 2021-22 annual performance information;
- 3.2.2 Review the alignment of the reported information with the Technical Indicator Definitions (TID's) and approved APP quarterly targets;

- 3.2.3 Review whether reported performance information is adequately substantiated by evidence;
- 3.2.4 Review whether reported performance information is accurately and consistently reported;
- 3.2.5 Review targets set are aligned to SMART principles as required by the Auditor General.
- 3.2.6 Estimated Timing: May 2022
- 3.2.7 Estimated hours - 40hrs including feedback and responses to management on queries regarding findings communicated for action.

3.3 Reporting Requirements

- 3.3.1 The Service provider will report functionally to the Financial Reporting and Strategy unit providing the draft annual financial statements (AFS), lead schedules supporting the AFS and administratively to the Strategy unit providing the draft Annual Performance Report (APR) and file supporting the APR.
- 3.3.2 The Service provider will provide a draft report on the service rendered and will be required to discuss the findings with management of the finance and strategy unit respectively.
- 3.3.3 Upon resolution of matters reported, the service provider must provide an audit certificate confirming the adequacy remediation actions taken of the financial statements and the performance information.

4. Evaluation Criteria

All proposals received shall be evaluated in two phases.

Phase 1: Prequalification criteria

The first phase is based on evaluating the functionality, which will be evaluated using the following criteria and points: The bids will be evaluated on a scale of 1-5 in accordance with the functionality below:

APPLICABLE VALUES:

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

Detailed functional criteria	Points
Experience and capacity of the team:	30 points
<ul style="list-style-type: none"> 10 years experience and above = 5 rating 7-9 years' experience = 4 rating 	

<ul style="list-style-type: none"> • 4-6 years experience = 3 rating • 2-3 years experience = 2 rating • 1 year experience and less = 1 rating <p>List the team member's title, qualifications, memberships, year of experience must be submitted.</p>	
<p>Provide the approach and methodology as well as demonstration of expertise:</p> <ul style="list-style-type: none"> • Elaborate on your normal processes and approach as well as possible tools, systems or methods you are using when providing the review. 	30 points
<p>The bidder must submit at least three (3) references where similar services was previously provided detailing the client name, contact name, address, and nature of the contract.</p> <ul style="list-style-type: none"> • 10 or more similar projects in the review of AFS = 5 rating • 7 - 9 similar projects in the review of AFS = 4 rating • 5 - 6 similar projects in the review of AFS = 3 rating • 3 - 4 similar projects in the review of AFS = 2 rating • 0 - 2 similar projects in the review of AFS = 1 rating 	20 points
<p>Qualifications and Experience of project team</p> <p>CVs including qualifications of project team as well the respective roles they will play will be evaluated as follows:</p> <ul style="list-style-type: none"> • 20 years and above combined experience of project team = 5 rating • 17 - 19 years combined experience of project team = 4 rating • 15 – 16 years combined experience of project team = 3 rating • 13 – 14 years combined experience of project team = 2 rating • 5 - 10 years combined experience of project team = 1 rating 	20 points
TOTAL	100 points
Minimum required score	70 points

A bidder must obtain a minimum of 70 points in the prequalification phase to progress to the next phase. Failure to obtain 70 points will render the proposal non-responsive and no further evaluation of the next phase will be considered.

Phase 2: Lowest Price and minimum score on functionality:

5. Submission of proposals

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

- Proposal in response to the request for quotation/proposal; and

- All mandatory SCM and SBD documents as will be communicated.

5.2 The following conditions will be applicable:

- The contract price will remain fixed during the duration of the contract. All price(s) must be inclusive of all costs plus VAT. VAT must be shown separately. Price (s) quoted must be valid for at least sixty (60) days from the closing date of the quotation; and
- All quotes should be submitted within RTIA stipulated timeframes of procurement.

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

6. Closing Date & submission of quotes

6. 1 Quotes are expected to be submitted no later than 16h00pm Thursday on 04 May 2022.

6 .2 Quotes may be submitted electronically by e-mail to Daphney.Matlhoko@rtia.co.za or quotes@rtia.co.za.

7 Enquiries and more information

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