



Financial requirements

Date: YE March 2026

- Public Interest Score (PIS) and the calculations to arrive at the score (refer to annexure attached for calculation of PIS). The PIS letter must specify whether:
 1. Whether the AFS were internally or externally prepared.
 2. Whether the company was owner managed or not owner managed.
- Latest approved financial statements including comparative amounts.
AFS must be valid and not outdated, received within 18 months after year-end.
- A signed director's / member's report.
- Signed Compilers / Accounting Officers / Independent Reviewers / Audit report whichever is applicable, based on the PIS above.
Where the PIS requires an Audit or Independent Reviewers report, the Compilers / Accounting Officers report must still be submitted.
- Approved Annual Financial statements must comprise :
 - Statement of financial position (Balance Sheet)
 - Statement of comprehensive income (income statement)
 - Statement of changes in Equity
 - Statement of cash flows
 - Notes to the financial statements
 - ITA 34C Income Tax Assessment for companies that have NOT been AUDITED

- The notes to the AFS specifically referring to **Accounts Receivable** and **Accounts Payable** must give a complete breakdown of the amounts. A clear distinction must be made between Trade Debtors and other receivables as well Trade Creditors and other payables. The note must clearly show the amounts subject to interest and the terms and condition of interest.
- The notes to the AFS must clearly specify the current and non-current liabilities that are subject to interest.
- Member / Directors loans must be accompanied by a note specifying the terms of the loan, whether secured or unsecured, terms of repayment and interest rates.
- Name of Holding company if the company is a subsidiary company.
- Where there is a Holding company the Latest Signed Group Annual Financial Statements of the Holding Company may be requested at a later stage.
- Information requested from companies via Procurement Office not received within five working days from date of Finance request will result in the financial evaluation being closed. Finance will issue a 1-page report stating that an opinion could not be expressed due to insufficient information.

Note:

Draft, bi-annual, management accounts and unsigned financial statements will NOT be accepted. Soft copies of the AFS submitted with the tender documents may be requested at a later stage.

The score is allocated as follows:

<u>Elements of PIS</u>	<u>Points Allocation</u>
Average number of employees during the financial year.	Every employee is equal to one point.
Third party liability of the company, as at financial year end.	R1 million or portion thereof is equal to one point.
Turnover for the financial year.	R1 million or portion thereof is equal to one point. If the company has revenue of R500k, allocate ½ point.
Shareholder for the financial year.	One shareholder or beneficial owner is equal to one point.

The elements that are used to calculate the PIS:

- Employees.
- Third party liability, e.g. exclude loans to director / subsidiaries.
- Turnover.
- Shareholder or individuals associated with or having beneficial interest in the company.

Dear Sir / Madam,

ENTITY REGISTERED NAME : ABC (PTY) LTD, Reg. No. 2020/041242/08

We confirm that we are the duly appointed accountants of the above mentioned entity.

We hereby confirm the following :

1. The public interest score (PIS) is 43 computed as follows :

Employees	21
Liabilities	5
Turnover	16
Shareholders	1
Non-Profit directors	0
TOTAL SCORE	43

2. The company is owner managed.

3. The annual financial statements were prepared internally.

4. The financial statement were independently reviewed for the year ending 28 February 2023.

The company is a value-added supplier in terms of the DTI codes of good practice.

Please do not hesitate to contact us should you require any additional information with regards to the above-mentioned entity.

Yours faithfully

Accountant
Accountant

End

