

# TERMS OF REFERENCE: GRAP 104 REVIEW

**JOHANNESBURG OFFICE**

7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

**EKURHULENI OFFICE**

Ground Floor,  
188 Victoria Street,  
Germiston, 1400  
Telephone: 011 776 9079  
Fax: 011 827 2886

**SEDIBENG OFFICE**

36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

**WEST RAND OFFICE**

23 Eloff Street,  
Krugersdorp, 1739  
Telephone: 011 950 9870  
Fax: 011 950 9886

**TSHWANE OFFICE**

1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)

## 1. Background

The Gauteng Enterprise Propeller (GEP), a Schedule 3C public entity, is mandated to support the growth and sustainability of Small, Medium, and Micro Enterprises (SMMEs) in Gauteng. In pursuit of its strategic goals and to expand developmental impact, GEP recognizes the importance of financial support to MSMES around the province, enhance programme delivery, and co-create value with aligned stakeholders. The Terms of Reference defines the role of a GRAP Specialist to lead, coordinate, and implementation updated GRAP 104.

## 2. Purpose

To design and implement a GRAP 104 (updated) reporting requirements, for the current financial instruments reported as at year end, specifically the Financial Assets recognized at amortised costs by the entity which consist of Financial Support Loans to MSMEs and Partnership Financial Instruments on ring fenced funds.

## 3. Objectives

The key objectives of the assignment are to:

1. To ensure all financial instruments are correctly measured at year end.
2. Develop an financial instruments credit losses model that aligns with GRAP 104 (updated) on various financial assets within the entity.
3. Create suitable methodologies and controls to ensure that judgment is applied consistently across the organization

## 4. Scope of Work

GEP seeks the services of a technical accounting expert/s to perform the following:

1. Provide review and implementation of GRAP 104 (updated) which came into effect 01 April 2025.
2. During the review the expert/s must demonstrate on the impact this will have on financial statements, the possible journals entries to be booked in the system and transition process to be followed.
3. Highlight applicable changes to be made in the impairment process.
4. Review GEP financial instruments at year end and prepare all applicable disclosure requirements.

### JOHANNESBURG OFFICE

7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

### EKURHULENI OFFICE

Ground Floor,  
188 Victoria Street,  
Germiston, 1400  
Telephone: 011 776 9079  
Fax: 011 827 2886

### SEDIBENG OFFICE

36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

### WEST RAND OFFICE

23 Eloff Street,  
Krugersdorp, 1739  
Telephone: 011 950 9870  
Fax: 011 950 9886

### TSHWANE OFFICE

1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

## 5. Deliverables

The Specialist will be expected to deliver the following:

Deliverable	Description
1. GRAP 104 Compliance Tool	A comprehensive map of GRAP 104 Compliance assessment
2. ECL Calculation methodology review	Develop or modify the current ECL model to ensure that it aligns with new GRAP 104
3. Disclosure in AFS	Customised all necessary disclosures that are required by GRAP 104 (updated) inline with GEP financial instruments at year end.

## 6. Duration and Reporting

- The assignment will run for a period of 3 months.
- The Specialist will report to the Chief Financial Officer and by invitation to EXCO and Board Committees.
- Submit a report on progress regularly and close out report with final implementation of GRAP 104 as a guideline for GEP.

## 7. EVALUATION CRITERIA

The procedure for the evaluation of bidders will be as follows:

- Stage 1 –Administrative compliance
- Stage 2 – Mandatory requirements
- Stage 3 - Price & Preferential Procurement Goals

### Stage 1 - Administrative Compliance

Fully completed and signed standard bidding documents

- SBD 1
- SBD 4
- SBD 6.1 - Price & Preferential Procurement Goals

**JOHANNESBURG OFFICE**  
7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

**EKURHULENI OFFICE**  
Ground Floor,  
188 Victoria Street,  
Germiston, 1400  
Telephone: 011 776 9079  
Fax: 011 827 2886

**SEDIBENG OFFICE**  
36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

**WEST RAND OFFICE**  
23 Eloff Street,  
Krugersdorp, 1739  
Telephone: 011 950 9870  
Fax: 011 950 9886

**TSHWANE OFFICE**  
1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)

## **Stage 2 - Mandatory Requirements**

### **Project Manager**

The bidder must provide a project manager with appropriate qualifications and experience.

### **Qualification**

**The bidder must provide the project manager with** qualifications such as CA(SA)/ACCA, or related field. **(Attach certified copy of qualification not older than six months).**

### **Experience**

The bidder must provide the project manager with minimum of five (5) years' experience. The provided project manager must be highly experienced and have established successful GRAP 104 or IFRS 9 trainings or implementations in recent years. **(Attach detailed CVs indicating experience with clear roles and responsibilities and dates from projects managed).**

### **Bidders Previous Experience**

The bidder must submit a minimum of three (3) reference letters for similar or related completed projects.

The reference letter must be on the previous client letterhead, dated, signed, with contact details and not older than five (5) years. (Attach references letters.

### **Methodology and interpretation of requirements:**

Bidders will be evaluated on their demonstrable understanding of the assignment and methodology on implementation or training of GRAP 104 updated.

- Demonstrated GRAP 104 training and implementation overview.
- Demonstrate strong GRAP understanding.
- Demonstrate how the GRAP specialist will assist GEP comply with GRAP 104

#### **JOHANNESBURG OFFICE**

7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

#### **EKURHULENI OFFICE**

Ground Floor,  
188 Victoria Street,  
Germiston, 1400  
Telephone: 011 776 9079  
Fax: 011 827 2886

#### **SEDIBENG OFFICE**

36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

#### **WEST RAND OFFICE**

23 Eloff Street,  
Krugersdorp, 1739  
Telephone: 011 950 9870  
Fax: 011 950 9886

#### **TSHWANE OFFICE**

1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

**Understanding of Organizational Context**

- Highlight a high-level implementation of GRAP 104 within GEP.
- Ability to give the entity an ECL model that is compliant with GRAP 104.

**Effective Communication and Engagements**

- Capacity to engage diverse stakeholders and build strategic, value-driven GRAP 104 model.
- Skilled in aligning GEP with organizational goals for mutual benefit.

**NB:** Pricing is fixed and no commission for successful funding will be directed towards the bidder but only for purposes of the business/partnerships mandate.

**Stage 3 - Price & Preferential Procurement Goals**

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. The 80/20 preference point system is applicable, corresponding points**

<p>The specific goals allocated points in terms of this tender</p> <p><b>Bidder must also submit the following Proof of evidence to claim the allocated points:</b></p> <p><b>Youth Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy</p> <p><b>Woman Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy</p> <p><b>Black Owned</b> certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy</p> <p><b>NOTE: Submitted information will be verified through various platforms.</b></p>	<p>Number of points allocated(80/20 system) (To be completed by the organof state)</p>
<p>People with disability</p>	<p>20</p>

Enquiries: [scm@gep.co.za](mailto:scm@gep.co.za)

**JOHANNESBURG OFFICE**  
7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

**EKURHULENI OFFICE**  
Ground Floor,  
188 Victoria Street,  
Germiston, 1400  
Telephone: 011 776 9079  
Fax: 011 827 2886

**SEDIBENG OFFICE**  
36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

**WEST RAND OFFICE**  
23 Eloff Street,  
Krugersdorp, 1739  
Telephone: 011 950 9870  
Fax: 011 950 9886

**TSHWANE OFFICE**  
1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)