

REQUEST FOR PROPOSAL

You are hereby invited to submit proposal to the South African Post Office Limited for the Annual Financial Statement

SECTION 1 Section to be completed by bidder

BIDDER COMPANY NAME		
BIDDER CONTACT PERSON		
MAAA NUMBER:		
BIDDER CONTACT DETAILS	EMAIL:	
	TEL :	CELL :

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ/24/25/170/Annual Financial Statement/LN	
OBJECTIVE OF BID:	To appoint a service provider to prepare and compile Annual Financial Statements (AFS) for the 2024/2025 FY. The Appointment is for duration of six (6) calendar months, envisaged to be fulfilled from February 2025 to July 2025..	
DESCRIPTION OF SERVICES:	To prepare and compile Annual Financial Statements (AFS)	
ISSUE DATE:	2024/11/22	
COMPULSORY BRIEFING SESSION: DATE & TIME	Not Applicable	
CLARIFICATION QUESTIONS CLOSING DATE and TIME	2024/11/25 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned below not later than 2024/11/25 All questions and answers will be posted on e tender portal.	
RFQ CLOSING DATE AND TIME:	2024/12/02	Closing Time @11:00
PROPOSAL TO BE HAND DELIVERED OR EMAILED	SAPO Supply Chain Management Cnr James Drive & Moreleta Street Silverton 0184 SAPORFQ@postoffice.co.za	
RFQ VALIDITY PERIOD:	(120) DAYS (from closing date	

**ENQUIRIES:
PROCUREMENT SPECIALIST**

Lungile Nkomo
Tel:012 845 2553
Email address: Lungile.nkomo@postoffice.co.za

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SBD1 - INVITATION TO BID**PART A
INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	RFQ/24/25/170/Annual Financial State-ment/LN	CLOSING DATE:	2024/12/02	CLOSING TIME:	@ 11:00
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DESCRIPTION To prepare and compile Annual Financial Statements (AFS)

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)OR EMAILED TO;

SAPO Supply Chain Management [tender box at gate]

Cnr James Drive and Moreleta Street

Silverton

0184

EMAILED TOSAPORFQ@postoffice.co.za**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	Lungile Nkomo	CONTACT PERSON	Lungile Nkomo
TELEPHONE NUMBER	012 845 2553	TELEPHONE NUMBER	012 845 2553
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Lungile.nkomo@postoffice.co.za	E-MAIL ADDRESS	Lungile.nkomo@postoffice.co.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**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			
SUPPLIER COMPLI- ANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCRED- ITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUES- TIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERSIS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____
(Proof of authority must be submitted e.g. company resolution)

DATE: _____

SBD4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

3. DECLARATION

I, the undersigned, (name) _____ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Directors

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surname	Gender	Race

Shareholders

Bidders to submit the list of Shareholders on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surname	Gender	Race

Share certificates must be submitted

A. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE

To prepare and compile Annual Financial Statements (AFS)

2. POINT OF DELIVERY OF SERVICES

NPC Building,
497 Jeff Masemola Street,
Cnr Sophie de Bruyn, Pretoria

3. PRICE BASIS

- 3.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 3.2 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

4. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement. The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT and payable 30 days upon statement date.

5. PROPOSAL DOCUMENTS

- 5.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 5.2 Proposals must be submitted through the Tender Box or email. It is the bidder's sole responsibility to ensure that the bid has been submitted and inserted in the tender box received by no later than the **2024/12/02 @11:00**. Proposals received after the stipulated bid closing date and time will not be considered for bid evaluation purposes.
- 5.3 Any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. Tippex), must be initialled by the bidder.
- 5.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 5.5 Pricing schedule must be completed in South African Rands (ZAR). Failure to provide the bid in South African Rands will result in the bid being non-responsive.
- 5.6 Proposals must be compiled in the following manner:
 - 5.6.1 One (1) original proposal (marked 'original') must be submitted in an arch lever file(s).
 - 5.6.2 Loose-leaf (not bound) proposal must be supplied, in the arch lever file(s).
 - 5.6.3 **Bidders who are doing JV must submit consolidated BBBEE Certificate for scoring point.** If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points.
- 5.7 Hand delivered proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
 - 5.7.1 Name of bidder;
 - 5.7.2 Description of proposal;
 - 5.7.3 RFQ number;

- 5.7.4 Closing date and time;
- 5.7.5 Name of person for whose attention the proposal is intended; and
- 5.7.6 The name and address of the Bidder must be written on the reverse side of the proposal / envelope.

6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Lungile Nkomo (Procurement Officer)	South African Post Office Limited Supply Chain Management Cnr. James Drive and Moreleta Street, Silverton, Pretoria.	012-845-2553 Lungile.Nkomo@postoffice.co.za

7. CLARIFICATIONS

- 7.1 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **2024/11/25**. No further questions will be entertained after this period.
- 7.2 The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 7.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 7.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be Hundred and Twenty **(120) DAYS (from closing date)** days from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process?

With regard to the validity period of the next highest scoring bidder(s), please refer to clause **10.3.11**

9. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

10. BIDDING CONDITIONS

- 10.1 The South African Post Office reserves the right to reject and /or disqualify any proposal:
 - 10.1.1 Received without all the data and information requested.
 - 10.1.2 Submitted after the stated submission deadline [closing date]
 - 10.1.3 Which does not conform to instructions and specifications detailed herein;
- 10.2 That fails to comply with the specification.
 - 10.2.1 That contains any information that is found to be incorrect or misleading in anyway.
 - 10.2.2 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- 10.3 The South African Post Office reserves the right:
 - 10.3.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the highest scoring or any bid.
 - 10.3.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - 10.3.3 To accept part of a bid rather than the whole bid.
 - 10.3.4 To split the award of the bid between two or more Bidders.
 - 10.3.5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - 10.3.6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidden for, whether before or after adjudication of the bid.
 - 10.3.7 Request audited financial statements or other documentation for the purposes of a due diligence exercise;
 - 10.3.8 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
 - 10.3.9 To award the bid to a Bidder who is not the highest scoring Bidder, provided that an objective criteria was indicated in the evaluation criteria.
 - 10.3.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
 - 10.3.11 To award the business to the next highest scoring bidder(price and specific goal), provided that he/she is still prepared to provide the required Goods/Services at the quoted price,

should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

- 10.4 No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified person(s).

11. JOINT VENTURES, CONSORTIUMS, PARTNERSHIPS AND TRUSTS

- 11.1 A trust, consortium or joint venture, will qualify for points for their specific goal as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 11.2 A trust, consortium or joint venture will qualify for points for their specific goal as an unincorporated or incorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points
- 11.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SAPO will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 11.4 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

12. SAMPLES (If applicable)

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

13. CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

B. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

1 DEFINITION

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

- 1.1 "Bidder" shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;
- 1.2 "Confidentiality Agreement" shall mean this confidentiality Agreement; and
- 1.3 "Post Office" shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

2 INTRODUCTION

- 2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.
- 2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.
- 2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

3 CONFIDENTIAL INFORMATION

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;
- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trademarks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 Confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

4 EXCLUDED INFORMATION

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or
- 4.3 The information was received from another party not in breach of an obligation of confidentiality.

5 NON-DISCLOSURE

- 5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.
- 5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.
- 5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.
- 5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:
 - 5.4.1 That for which it is disclosed; and
 - 5.4.2 In accordance with the provisions of this Confidentiality Agreement.
- 5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.
- 5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.
- 5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

6 OWNERSHIP

- 6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.
- 6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.
- 6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

7 STANDARD OF CARE

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

8 RETURN OF CONFIDENTIAL INFORMATION

- 8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.
- 8.2 Alternatively to the return of the material contemplated in clause 8.1 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.
- 8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

9 BREACH

- 9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.
- 9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.
- 9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

10 DURATION

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever

11 GENERAL

- 11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
- 11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.
- 11.4 The Bidder agrees and confirm by their signature to the RFQ Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.
- 11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

SIGNATURE

.....

NAME OF DELEGATED SIGNATORY

.....

(PRINT)

in his capacity of

DESIGNATION OF SIGNATORY

.....

(PRINT)

who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY)

.....

DATE

.....

C. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We _____ of _____ do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

SIGNED AT _____ on this _____ day of _____ 20 _____

SIGNATURE : _____

NAME OF DELEGATED SIGNATORY : _____
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY : _____
(PRINT) who warrants his authority to sign on behalf of the bidding company

D. SPECIFICATION

1. Background

The Group and Company consolidated financial statements are prepared in accordance with International Financial Reporting Standards, and the requirements of the Public Finance Management Act and the Companies Act of South Africa.

SAPO year end is 31 March 2025 and is required to submit signed, un-audited annual financial statement by 31 May 2025 to the Department of Communications and Digital Technologies, National Treasury and Auditor General of South Africa (AGSA).

The AGSA has two months to complete the audit of the annual financial statements and thereafter the annual financial statements are submitted to SAPO Executives and to the BRPs for approval.

In terms of the Public Finance Management Act of 1999, the Accounting Authority of a public entity must submit the audited Annual Financial Statements to Treasury, the Executive Authority responsible for that entity and the Auditor-General within five (5) months of the end of the financial year.

The annual financial statements are presented at the Annual General Meeting and are thereafter required to be presented in Parliament.

2. Objective of the bid

To appoint a service provider to prepare and compile Annual Financial Statements (AFS) for the 2024/2025 FY. The Appointment is for duration of six (6) calendar months, envisaged to be fulfilled from February 2025 to July 2025.

Given the specialist nature of the skills required, SAPO may choose to extend the Service Provider's term (exercise this option), on the same basis, for:

- The 2025/2026; and
- The 2026/2027.

This exercising of this option will be at SAPO's sole discretion

3. High level objectives, milestones, and timelines – UNQUALIFIED AUDIT OPINIONS

3.1 Preparation and review of annual financial statements that comply with IFRS and the PFMA, for:

- SAPO Group and company,
- Docex (a wholly owned subsidiary) – will be prepared by the Docex Finance Manager. Review will however be necessary by the Service Provider.
- Courier Freight Group (a wholly owned subsidiary)
- Five (5) Property Companies – (all 5 are wholly owned subsidiaries).

3.2 Prior year audit findings – clearing / resolving:

- Action plan to address all significant prior year audit findings and prevent reoccurrences.
- Assigned the Service Provider and SAPO staff with clear timelines and deliverables.
- Weekly progress reports for Executive Management.

3.3 “State of readiness for the 2024/2025 FY audit”

- Project timelines with key activities’ and a workplan allocation to SAPO and Service Provider teams.
- Schedules and supporting documentation that can be provided and updated on Click up by 30 April 2025.
- Business processes.
- Accounting policies and new standards by 28 February 2025.

3.4 Property companies (Five in total)

- **Rosburgh Property company**
 - Property sold and transferred out.
 - No transactions for the year under review.
 - Clearing of the negligible remaining intercompany accounts and retained earnings balance, including obtaining the required approvals.
 - Ideally, there should be minimal / no financial information necessitating the preparation of AFS. If not, the preparation will be a simple exercise and a very standard set of financials will be required, albeit in compliance with all legislation and standards.
 - Tax implications – calculation, computation and review.
 - Finalise AFS by 28 February 2025 as the final set.
 - Company Secretary to deregister company.
- **PE Property company**
 - Property sold and transferred out.
 - No transactions for the year under review.
 - Clearing of the negligible remaining intercompany accounts and retained earnings balance, including obtaining the required approvals.
 - Ideally, there should be minimal / no financial information necessitating the preparation of AFS. If not, the preparation will be a simple exercise and a very standard set of financials will be required, albeit in compliance with all legislation and standards.
 - Tax implications – calculation, computation and review.
 - Finalise AFS by 28 February 2025 as the final set.
 - Company Secretary to deregister company.
- **East Rand, Bloemfontein, and Cape Town Property Companies**
 - No significant transactions for the year under review.
 - Finalise AFS by 28 February 2025 as the final set.
 - Supporting documentation and schedules.
 - Clearing of the negligible remaining intercompany accounts and retained earnings balance, including obtaining the required approvals.
 - Tax implications – calculation, computation and review.
 - Internal Audit to review and to provide audit report for AFS before submission to auditors.

3.5 Courier Freight Group

- This entity is dormant. The intention is to clean up all financial transaction and deregister the company.
- Supporting documentation and schedules.
- Clearing of the negligible remaining intercompany accounts and retained earnings balance, including obtaining the required approvals.
- Tax implications – calculation, computation and review.
- Finalise AFS by 28 February 2025 as the final set.
- Company Secretary to deregister company.
- Internal Audit to review and to provide audit report for AFS before submission to auditors.

3.6 SA Post Office

- Action plan to address all significant prior year audit findings and prevent reoccurrences.
- Weekly progress reports for Executive Management.

4. Scope of work and key deliverables

4.1 Resource requirement

The requirements call for a Team comprising a minimum of six (6) that must be senior accountants or Senior Chartered Trainee Accountants, with minimum of three years' experience in preparation of annual financial statements in compliance with at least IFRS, GRAP and the PFMA.

The six team members must have the following qualification and experience;

- At least a BCom (Honours) / equivalent;
- At least three (3) years' experience in preparing annual financial statements (in compliance with IFRS, GRAP and PFMA at a minimum).

The team must be led by a Senior Manager who will be the project team leader and must be a registered Chartered Accountant CA (SA) with a minimum of five years' experience in:

- preparing and reviewing annual financial statements in compliance with IFRS, GRAP and the PFMA;
- Liaising with external auditors all related parties to the audit; and
- The primary management of the Team of six (6) referred to above.

Due to the nature of the work and constant engagements with the SAPO staff and the AGSA for the preparation of the annual financial statements, the team will be required to be on site at SAPO head office in Pretoria.

4.2 Preparation of the annual financial statements and National Treasury database

Preparation of the annual financial statements that comply to IFRS and provide quality assurance to confirm that the annual financial statements are free from material errors for:

- SAPO Group and company.
- Docex (subsidiary) – will be prepared by the Docex Finance Manager.
 - Reviewing the Docex annual financial statements.

- Courier Freight Group (dormant subsidiary with no financial entries). Intention is to deregister this company
- Property Companies (three).
- Completion and reviewing of the National Treasury database.
- The annual financials must be reviewed and quality assurance provided that the financial are free from any material errors prior to submission to the Chief Financial Officer.
- The unaudited annual financial statements are required to be finalised ten workings before the submission timeline to AGSA to allow sufficient time to obtain the required approvals from the SAPO Executives.
- SAPO uses SAP as its financial system and the annual financial statements are prepared on Caseware software.

4.3 Update the annual financial statements and National Treasury database

Update the annual financial statements with agreed upon adjustments by the AGSA for the Final Audited Annual financial statements for submission to Exco, Audit Committee and Board for:

- SAPO Group and company.
- Docex (subsidiary) – will be prepared by the Docex Finance Manager.
 - Reviewing the Docex annual financial statements.
- Courier Freight Group (dormant subsidiary with no financial entries). Intention is to deregister this company.
- 3 small subsidiary Property Companies with minimal financial transactions.
- 2 small subsidiary Property Companies with no financial transactions. Intention is to deregister these companies.
- Update the National Treasury database template.

4.4 Audit support and engagements with AGSA

- Audit support in the engagements with the External Auditors (Auditor General of South Africa),
- Manage the RFIs request from the AGSA to ensure that the SAPO teams responds to all RFIs within three days' timelines of the AGSA.
- Maintain a register for RFIs that must be updated daily.
- Maintain a suitable electronic filing system for all RFIs.
- Manage the Communication of Audit Findings (COAFs) request from the AGSA to ensure that the SAPO teams responds within three days' timelines of the AGSA.
- Review the management responses of all COAFs prior to submission to AGSA.
- Maintain a suitable electronic filing system for all COAFs.
- Attend to all COAFs to prevent significant audit findings (category A audit findings)
- Maintain a register for COAFs that must be updated daily.
- Assist to manage the weekly Steering Committee meetings between the SAPO team and the AGSA.
- Co-ordinate and facilitate the year-end audit meetings with the SAPO team and AGSA; also to prepare the weekly agenda for the meetings.
- Record the meetings by taking the minutes and follow ups to be made on all matters arising,

- Maintain a suitable electronic filing system for all audit findings.
- Liaise with Auditor General regarding all possible significant audit findings and resolving these findings proactively. Develop an early warning system.
- Prepare a weekly report for submission and discussion with the Chief Financial Officer.

Improve and make the audit process efficient with the goal of reducing the AGSA audit hours.

4.5 Year end audit project plan and reporting

- Prepare a year end project plan of all critical activities with clearly identified responsible persons, timelines and milestones to ensure that the SAPO Board of Directors approved unaudited annual financial statements for SAPO Group & Company and subsidiaries are submitted to the AGSA as per the required timelines.
- The project plan must be completed within one (1) week of appointment.
- Project plan to be updated daily and to be discussed weekly with the Chief Financial Officer,
- Prepare a weekly report on the milestones achieved and to be achieved in the forthcoming weeks.
- Identify any risk areas and how these risk areas will be mitigated.
- Prepare weekly reports for submission to SAPO Exco and SAPO Audit and Risk Committee.

4.6 Schedules supporting the annual financial statements

- Prepare a schedule of all the supporting documentation that will be required and used by the AGSA to conduct their regularity audit on the Annual Financial Statements.
- Agree / confirm with AGSA the schedule of all the supporting documentation that will be required to conduct their regularity audit on the Annual Financial Statements.
- Assignment of responsibilities to the SAPO Finance team and the appointed service provider for these schedules and supporting documentation and timelines for submission.
- Assist in preparing these schedules and supporting documentation if there are no SAPO finance staff to prepare these schedules and supporting documents.
- Review the supporting schedules and supporting documentation for accuracy and completeness prior to submission to the AGSA.
- Prepare an audit file with all necessary supporting schedules and supporting documentation in an electronic format:
 - The above should facilitate and make the audit process efficient.
 - The above schedules are required to be submitted together with the unaudited annual financial statements by 30 April 2025.

4.7 Non-Current assets

- Property, plant and equipment,
- Investment property,
- Heritage assets and
- Intangible assets.
- Develop the required action plans to resolve all previous year audit findings and discuss the progress report regularly with the SAPO Finance team and the Chief Financial Officer.
- **Immovable assets (PPE and investment property)**

- Evaluation of properties was previously completed by an external company.
- Assessment of this evaluation and the application of these valuation techniques and valuation assessments to the 2024/2025 financial years.
- Co-ordinate the updating and ensure the accuracy of the assets register.
- Provide guidance and assistance to ensure accuracy of the assets register and accounting related matters.
- Perform all year-end roll forward processes.
- Perform all year end closing and journal processing.
- Reconciliation of the Asset register from opening to closing balances, including all movements
- Performing a reasonability check on all depreciation and wear and tear calculations, including the deferred tax implications
- **Movable assets**
 - Perform an assessment and analysis of the movable asset register.
 - Assist with the complete clean up the asset register.
 - Perform useful life of assessment.
 - Perform all year-end roll forward processes.
 - Perform all year end closing and journal processing.
 - Reconciliation of the Asset register from opening to closing balances, including all movements
 - Co-ordinate the updating and ensure the accuracy of the assets register.
 - Performing a reasonability check on all depreciation and wear and tear calculations, including the deferred tax implications
- Assets held for sale.
- Perform the fair value calculations.
- Prepare all the required schedules to support the annual financial statements and all amounts represented.
- ***Review policies and procedures to effectively manage SAPO assets and to address all previous year audit findings. Provide feedback to enhance the policies and procedures.***

4.8 Site Restoration

Assist to perform the site restoration calculations and also assist to resolve prior year audit findings.

4.9 IFRS 16

- Right of use assets.
- Finance lease liabilities.
- Provisions – site restoration.
- Prepare the required calculations and all the supporting documentation that will be required by the AGSA.
- SAPO has approximately property leases and vehicles leases.
- Prepare the methodology and procedure document IFRS 16.
- Develop the required corrective actions to resolve all prior year audit findings.
- Automate the process of IFRS 16.

- IFRS soft solution licence until 31 December 2025 to be include in the price.

4.10 Revenue and Receivables. Expense and payables

Prepare the required schedules to support the annual financial statements.

Develop the required action plans to resolve all previous year audit findings and discuss the progress report regularly with the SAPO Finance team and the Chief Financial Officer.

4.11 Government grants and financial liabilities

Prepare the required IFRS calculation of all the supporting documentation that will be required by the AGSA.

4.12 Contingent liabilities, related parties and directors / key personnel fees

Prepare the required schedules and supporting documentation for contingent liabilities, related parties and director's / key personnel fees.

4.13 Going concern assessment

Prepare the required schedules and supporting documentation for the going concern assessments.

4.14 Intercompany accounts

- Assist with the reconciliations and prepare the required schedules and supporting documentation for intercompany accounts for SAPO Group, SAPO, CFG, Docex and property companies.
- Assist with the reconciliations and prepare the required schedules and supporting documentation for the SAPO and Postbank intercompany accounts.

4.15 Any other services

Any other incidental services relevant for the preparation of the annual financial statements.

4.16 Transfer of skills and transfer of all documents

- The service provider is required to transfer skills during the appointed period to SAPO staff.
- All required documentation (electronic and printed) to be transferred to SAPO at the end of the project.

4.17 Three Caseware licenses, including support and training.

E. EVALUATION CRITERIA

1 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

1.1 Bidders must complete pricing schedule **Annexure F**.

2. Bid Conditions

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within two (2) working days excluding statutory requirements that being tax compliancy, Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

Bidders must submit the following documents with their proposals.

2.1 Experience

2.1.1 Bidders must have at least five (5) years' experience in preparation of annual financial statements for large corporates (companies with 1500+ employees), government or state-owned companies. Bidders are required to furnish evidence of their experience, such as a company profile detailing the duration of their involvement in annual financial statement preparation.

2.1.2 Bidders must demonstrate experience in utilizing Caseware software for the preparation of annual financial statements. Bidders are required to furnish at least one (1) signed client reference letter on their clients letterhead, attesting to the use of Caseware in the preparation of annual financial statements.

2.2 Qualification of Resources Assigned

2.2.1 **Senior Manager / Director:** Must be a registered Chartered Accountant CA (SA) with a minimum of five (5) years' experience in preparing and reviewing annual financial statements (in compliance with IFRS, GRAP and PFMA at a minimum), liaising with external auditors and the management of large inter-company teams. The bidder must submit evidence of a valid SAICA membership together with the CV of the individual to be assigned, at closing date of the bid.

2.2.2 Team Composition: **Six (6) Team Members:**

Must be either at minimum:

- Senior Accountants, or
- Senior Trainee Chartered Accountants with:
 - at least a BCom (Honours) / equivalent - SAICA registration not required;
 - at least three (3) years' experience in preparing annual financial statements (in compliance with IFRS, GRAP and PFMA at a minimum).

Proof of Qualification:

- BCom (Honours) / equivalent for all the six team members must be submitted with the bid.
- For Senior Trainee Chartered Accountants, a letter on the bidder's letterhead confirming their Senior Trainee status within the organisation must be submitted with the bid.

CV Submission:

- CVs of all six (6) assigned team members must be submitted with the bid.

N: B Proof of SAICA membership must be valid on the date of bid closing.

2.3 Central Supplier Database

- 2.3.1.1 Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

2.4 SBD Forms

- 2.4.1 Bidders must complete and submit SBD1 forms.
- 2.4.2 Bidders must complete and submit SBD4 forms

2.5 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

- 2.5.1 A CSD MAAA number provided by the bidder on the SBD1 form, will enable SAPO to verify a bidder's tax compliance status.

2.6 Restricted Suppliers

- 2.5.1 SAPO shall disqualify bidders that are on the National Treasury list of restricted suppliers.

F. RCING SCHEDULE

PRICING SCHEDULE

NAME OF BIDDER / SUPPLIER.....

Bidders must take note of the following;

- Bidders shall quote rates that **include** the cost of all labour, equipment, materials and consumables required to execute the service.
- Bidders shall quote rates that **include** value added tax;
- Bidders should note that the stipulated "Year" for resource provision refers to a six-month period, rather than a twelve-month period. Therefore, to get to the overall cost for the year, you must use this formula:
Number of Resources x Hours per Month x Hourly Rate x 6 months
- Software costs are calculated for a full twelve-month term.
- SAPO shall not be invoiced for hours exceeding the hours indicated herein for the month.

RESOURCE COSTS:

No	Description	No	Hours per Month	Year 1 Costs		Year 2 Costs		Year 3 Costs	
				Year 1 Hourly Rate Incl.Vat	Year 1 Overall Resource Cost Incl. Vat	Year 2 Hourly Rate Incl.Vat	Year 2 Overall Resource Cost Incl Vat	Year 3 Hourly Rate Incl.Vat	Year 3 Overall Resource Cost Incl.Vat
1	Senior manager Assigned	1	168	R	R	R	R	R	R
2	Team Members Assigned	6	168	R	R	R	R	R	R

SOFTWARE COSTS:

No	Description	Number	Year 1 Software Costs Incl.Vat	Year 2 Software Costs Incl.Vat	Year 3 Software Costs Incl.Vat
3	Caseware Licence & Training	3	R		
4	IFRS Software Solution	1	R		

SUMMARY COSTS:

Description	Year 1 Cost (R) Incl.Vat	Year 2 Cost (R) Incl.Vat	Year 3 Cost (R) Incl.Vat	Three-Year Total Cost (R) Incl.Vat
Resource Costs	R	R	R	R
Software Costs	R	R	R	R
Overall Total Costs	R	R	R	R

The bidder warrants that the pricing quoted above is free of any errors and omissions and that he/she is able to deliver the service on the price Quoted.

SIGNATURE :

NAME OF DELEGATED SIGNATORY:

(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :

(PRINT) who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY) :

G. RETURNABLE DOCUMENT(S)

Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids. The section contains bookmarks for ease of reference.

1. Administrative Documents

Respondents are required to submit with their bid submissions the following Administrative Documents, and also confirm submission of these documents by so indicating [Yes or No] in the tables below:

Administrative Returnable Documents	Submitted [Yes or No]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report / MAAA number	

2. Evaluation Documents:

2.1 Gatekeeping Documents

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation.

Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.

Gatekeeping Returnable Documents	Submitted [Yes or No]
Pricing Schedule	

2.2 Bid Condition Documents

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within five (5) working days excluding statutory requirements that being tax compliance.

Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

Bid Conditions Returnable Documents	Submitted [Yes or No]
Experience Five (5) years' experience in preparation of annual financial statements and experience in utilizing Caseware software for the preparation of annual financial statements.	
Qualification of Resources Assigned Senior Manager / Director Team Composition: Six (6) Team Members	

2.3 Points for Specific Goals

Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 10/20 for the specific goal.

Required Documents to be submitted for evaluation	Submitted [Yes or No]
Valid BBBEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs) OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).	
Joint Venture (i.e. incorporate/unincorporated), a consolidated BEE certificate must be submitted to earn the relevant point(s).	

APPENDIX - MASTER AGREEMENT

Master Agreement

Between

THE SOUTH AFRICAN POST OFFICE SOC LIMITED

Registration number 1991/005477/30

("SAPO")

A State Owned Company Incorporated in terms of the Companies Act No 71 of 2008, as amended, herein represented by

In their capacity as the authorised hereto.

[Name of the Authorized person]

and

Registration Number:

("Service Provider")

A Private Company registered in terms of the Company Laws of South Africa, herein represented by

Who represent that he is duly authorised hereto.

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1. INTRODUCTION

This Agreement is entered into by and between:

SOUTH AFRICAN POST OFFICE SOC LIMITED [Registration Number 1991/005477/30] whose registered address is 479 Cnr Sophie de Bruyn and Jeff Masemola, Pretoria, 0001 [SAPO]

and

[Registration Number _____]

Whose registered address is _____ [the Supplier].

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

- 1.1 SAPO hereby appoints the Supplier to provide, and SAPO undertakes to accept the supply of Goods provided for herein, as formally agreed between the Parties and in accordance with the Schedule of Requirements issued as a schedule to this Agreement; and
- 1.2 The Supplier hereby undertakes to provide the Goods provided for herein, as formally agreed between the Parties and in accordance with the Schedule of Requirements issued as a schedule to this Agreement.

2. INTERPRETATION

- 2.1 The clause headings in this Agreement have been inserted for convenience only and will not be taken into consideration in the interpretation of the actual paragraphs as agreed to between the Parties.
- 2.2 Words and expressions defined in any sub-clause will, for the purpose of the clause of which that sub-clause forms a part, bear the meaning assigned to the words and expressions in that sub-clause.
- 2.3 This Agreement constitutes the whole agreement between the Parties and supersedes all prior verbal or written agreements or understandings or representations by or between the Parties regarding the subject matter of this Agreement, and the Parties will not be entitled to rely, in any dispute regarding this Agreement, on any terms, conditions or representations not expressly contained in this Agreement.
- 2.4 The validity and interpretation of this Agreement will be governed by the laws of the Republic of South Africa.
- 2.5 Any reference to the singular includes the plural and vice versa.
- 2.6 Any reference to natural persons includes legal persons and vice versa and references to any gender

include references to the other genders and vice versa.

3. DEFINITIONS

3.1 In this Agreement, unless inconsistent with or otherwise indicated by the context, the following terms will have the meanings assigned to them in this clause:

- 3.1.1 **Agreement** means this Agreement and its associated schedules and/or annexures and/or appendices, and/or schedules, including the Schedule of Requirements, the technical specifications for the Goods and such special conditions as shall apply to this Agreement, together with the General Tender Conditions and any additional provisions in the associated bid documents tendered by the Supplier [as agreed, in writing, between the Parties], which collectively and exclusively govern the supply of Goods and provision of ancillary Services by the Supplier to SAPO;
- 3.1.2 **Business Day(s)** means Mondays to Fridays between 07:30 and 16:00, excluding public holidays as proclaimed in South Africa;
- 3.1.3 **Contract Price** means _____
- 3.1.4 **Commencement Date** means last signature date of this agreement
- 3.1.5 **Effective Date** means the date of signature by the Party signing last in time;
- 3.1.6 **Goods** shall mean the goods required by SAPO in the bid document
- 3.1.7 **Parties** means SAPO and _____ and "Party" means either one of them;
- 3.1.8 **SAPO** means South African Post Office SOC Ltd, a State Owned Company founded in terms of the South African Post Office Act 22 of 2011, as amended and incorporated in terms of the Company Laws of South Africa;
- 3.1.9 **Services** shall mean the services required by SAPO in the bid document
- 3.1.10 **Signature Date** means the date of signature of the Party signing last in time;
- 3.1.11 **Service Provider** means _____
- 3.1.12 **Term** means a period of _____ from the contract effective date.

4. NON-EXCLUSIVITY

It is recorded, for the avoidance of doubt that this Agreement does not purport to create an exclusive relationship between the parties. In the circumstances both parties shall be free to embark on potential terms of reference with other parties.

5. THE PROTECTION OF PERSONAL INFORMATION ACT (POPI)

The Parties warrant that they will comply with the provisions of Protection of Personal Information Act 4 of 2013 (POPI), and observe all the applicable privacy legislations, in relation to the current engagements or agreement.

6. COMMENCEMENT AND TERMINATION

- 6.1 This Agreement will commence on the Effective Date and shall endure for a period of three (3) years thereafter.
- 6.2 Should either Party wish to file a notice on its intention to cancel this Agreement, such Party is to provide the other with a thirty (30) days' notice of its intention to do so.
- 6.3 Should the aggrieved party elect to cancel this Agreement following the period of 7 (seven) Business Days (where the defaulting party has failed to remedy the breach complained of), as contemplated in clause 11.1, it shall provide the defaulting party with a further 30 (thirty) days written notice of cancellation.

7. OBLIGATIONS OF SAPO

7.1 SAPO is obligated to:

- 7.1.1 Provide the Service Provider with the necessary support in the execution of its responsibilities in respect of this Agreement;
- 7.1.2 Ensure that it is compliant with its regulatory universe in relation to the execution of this Agreement;
- 7.1.3 Ensure that payment is effected in terms of **Clause 15.3** below.
- 7.1.4 Ensure that, to the extent that any approval or consent is required from National Treasury, its Board or elsewhere, in effecting the execution of this Agreement, all the necessary such approvals or consents are in place.
- 7.1.5 SAPO will ensure that all the necessary policies, procedures and orders are in place and approved so that payment will be made as per clause **7.1.3**, without exception.
- 7.1.6 Any queries, credits or adjustments as may be appropriate and agreed between the Parties will

be cleared and resolved on the 15th (fifteenth) of the preceding month.

8. WARRANTIES BY THE SERVICE PROVIDER

The Service Provider warrants that, in relation to each Service provided in terms of this Agreement, it will provide the Services:

8.1 with promptness and diligence and in a skilful manner and in accordance with the practices and professional standards of operations performing services similar to the Services as captured in the specification

8.2 In terms of the reasonable standards and specifications that are agreed with SAPO from time to time.

9. LIMITATION OF LIABILITY

9.1 The Parties hereby agree to limit their third party liability that arose consequential to this Agreement to the remaining value of the Agreement at the time of the claim.

9.2 Notwithstanding anything to the contrary herein or in any law contained, neither Party shall be liable for any indirect, special and/or consequential loss and/or damages suffered by the other Party of whatsoever nature howsoever arising.

10. ARBITRATION

In the event of any dispute or difference arising between the Parties relating to or arising out of this Agreement, including the implementation, execution, interpretation, rectification, termination or cancellation of this Agreement, is not resolved within thirty (30) days following the notice in terms of **Clause 6.3** above and **Clause 11** below, the Parties will immediately meet, through their respective nominated representatives with the relevant authority, to attempt to settle such dispute or difference. Should the Parties be unsuccessful in resolving the dispute amicably, the Parties hereby agree to refer the dispute for arbitration within a period of forty five (45) following the initiation of the dispute, in accordance with the rules of the Arbitration Foundation of South Africa (AFSA).

11. BREACH

11.1 In the event of either Party ("the defaulting party") committing a breach of any of the terms of this Agreement and failing to remedy such breach within a period of 7 (seven) Business Days after receipt of a written notice from the other Party ("the aggrieved party"), calling upon the defaulting party to remedy the breach complained of, then the aggrieved party shall be entitled, at its sole discretion and without prejudice to any of its other rights in law, either to claim specific performance of the terms of this Agreement or, subject to the provisions of clause 6.2 hereof, cancel this Agreement and, without further notice, in either event, claim and recover damages from the defaulting party.

11.2 The aggrieved party shall be entitled to cancel this Agreement forthwith on written notice to the defaulting party upon the occurrence of any of the following events or circumstances:

- 11.2.1 if the defaulting party fails to comply with any of its obligations contained in this Agreement;
or
- 11.2.2 if the defaulting party is provisionally or finally liquidated; or
- 11.2.3 if the defaulting party commits an act of insolvency or is sequestrated in the case of a natural person; or
- 11.2.4 the defaulting party ceases to carry on business, enters into any compromise or arrangement with its creditors or has a judgment granted against it, which remains unsatisfied for a period of 7 (seven) Business Days after the granting thereof, or
- 11.2.5 If any representation, warranty or statement made by a Party in the Agreement is incorrect in any material respect as at the date on which it is made, alternatively should any representation, warranty, undertaking or statement which is repeated under this Agreement ceases to be correct in any material respect on any date during the term of the Agreement.

12. DOMICILIA AND NOTICES

12.1 The Parties hereby choose as their *domicilium citandi et executandi* for all purposes arising from or pursuant to this Agreement as follows:

a) Service provider

Physical Address	
Attention:	
Telephone Number	
For Business and Operations	
Attention:	
Telephone Number	

b) SAPO:

For Legal Notices and Summons	497 Sophie De Bruyn
	National Postal Centre (NPC)
	Pretoria
	0002
Attention:	Head of Legal
Telephone Number	012 407 6000
Email Address	<u>Nondumiso.Magagula@postoffice.co.za</u>
For Business and Operations	
Attention	
Telephone Numbers	
Email Address	

13. CONFIDENTIALITY

- 13.1 Each Party acknowledges that all material and information which has or will come into the possession or knowledge of the other in connection with this Agreement or the performance of the obligations here under, consists of confidential and proprietary information, which, should be kept confidential.
- 13.2 All Parties therefore agree to hold such material and information in the strictest confidence, not to make use thereof other than in the performance of the obligations under this Agreement, to release it only to employees requiring such information and not to release or disclose it to any other Party.
- 13.3 No Party will use the name of any other in publicity releases or advertising or for other promotional purposes, without securing the duly authorised prior written approval of the other Party.
- 13.4 The Parties agree that the provisions of this clause will survive the termination of this Agreement.

14. SEVERABILITY

- 14.1 If any provision of this Agreement is or becomes illegal, void or for whatever reasons is invalid, this shall not affect the legality and validity of the other provisions.
- 14.2 Each provision of this Agreement is severable from the other.

15. PRICE AND PAYMENTS

- 15.1 The Contract Price for the Services to be provided by the Service Provider to the SAPO is exclusive of Value Added Tax as contemplated in the Value Added Tax No. 89 of 1991 ("the **VAT Act**") as set out in the pricing schedule. The Service Provider will issue an invoice on the 1st day of the month.
- 15.2 SAPO will effect payment of the amount invoiced Within 30 days of statement.

- 15.3 All payments shall be made, by the SAPO to the Service Provider, electronically into the Service Provider's Bank Account as per the details below:

Name of Bank:	
Name of Branch:	
Branch Code:	
Account Holder	
Account Number:	
Type of Account	
Reference	

- 15.4 In the event that the Service Provider banking details reflected above change for any reason whatsoever, the Service Provider must immediately notify the SAPO in writing of its new banking details.
- 15.5 All invoices must be addressed to the SAPO and the Service Provider must comply with the requirements of the VAT Act.

16. PURCHASE ORDER

- 16.1 The Post Office will submit a Purchase Order to the Service Provider for the Services as specified in the Purchase Order.
- 16.2 The Purchase Order will set out the following details:
- 16.2.1 the Purchase Order number;
 - 16.2.2 the quantity and nature of the Services or Goods required by the SAPO; and
 - 16.2.3 the expected date of delivery of those Services or and Goods is consistence with the scope of work.
- 16.3 Parties have agreed that all Purchase Orders, for the next month, will be raised within the first seven (7) days of the month in which the services are being rendered, to enable the Service Provider to prepare itself timeously.

17. NON-VARIATION

No addition to, variation, amendment or agreed cancellation of this Agreement shall be of any force or effect unless recorded in a written document and signed by or on behalf of the Parties.

18. INDULGENCES

The grant of any indulgence, extension of time or relaxation of any provision by a Party under this Agreement shall not constitute a waiver of any right by the grantor or prevent or adversely affect the exercise by the grantor of any existing or future right of the grantor.

19. IMPLEMENTATION AND GOOD FAITH

19.1 The Parties undertake to do all such things, perform all such acts and take all steps to procure the doing of all such things and the performance of all such acts, as may be necessary or incidental to give or be conducive to give effect to the terms, conditions and import of this Agreement.

19.2 The Parties shall at all times during the continuance of this Agreement observe the principles of good faith toward each other in the performance of their obligations in terms of this Agreement.

20. COUNTERPARTS

This Agreement may be executed in more than one counterpart, each of which together shall be deemed an original, and all of which together shall constitute one and the same instrument. Any Party may enter into this Agreement by signing any such counterpart.

21. COSTS

Each of the Parties shall bear its own costs relating to all negotiations and preparations in respect of the Agreement.

22. DELIVERABLES

The service provider accepts and acknowledge the following deliverables as per the SCOPE of work

23. INTELLECTUAL PROPERTY

All the intellectual property developed for and associated including any templates, electronic programmes, methodology or other items, created by the Service Provider while rendering Services in terms of Annexure "B", shall become the property of SAPO, unless such property was owned by the Service Provider prior to conclusion of this Agreement.

24. DATABASE OF RESTRICTED SUPPLIER

The process of restriction is used to exclude a company/person from conducting future business with SAPO and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SAPO reserves the right to withdraw an award, or cancel a contract concluded with a Bidder

should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.

25. ENTIRE AGREEMENT

This document contains the entire Agreement between the Parties in regard to the matters with which this Agreement is concerned, and no Party shall be bound by any undertakings, representations, warranties, promises or the like not recorded or otherwise contained herein.

For and on behalf of the SOUTH AFRICAN POST OFFICE SOC LIMITED Duly authorized	For and on behalf of the _____ Duly authorized
Name:	Name:
Position:	Position:
Signature	Signature
Date:	Date:
Place:	Place:

As Witness	As Witness
Name:	Name:
Signature:	Signature:

As Witness	As Witness
Name:	Name:
Signature:	Signature: