

**SCOPE OF WORK FOR THE PROVISION OF PFMA RESOURCES (1X SENIOR RESOURCES AND 6X JUNIOR RESOURCES) TO ASSIST THE FINANCE DEPARTMENT WITH THE QUANTIFICATION OF ALL PUBLIC FINANCE MANAGEMENT ACT (PFMA) AND PREFERENTIAL PROCUREMENT REGULATIONS (PPR) VIOLATIONS AT TRANSNET SOC LTD (REG NO. 1990/000900/30) OPERATING AS TRANSNET PORT ((HEREINAFTER REFERRED TO AS "TPT") AT HEAD OFFICE FOR A PERIOD OF FIVE (5) MONTHS.**

**1. BACKGROUND**

Transnet Port Terminals ("TPT") is an Operating Division of Transnet SOC Limited. It offers terminal cargo handling service in sea freight transport of imports, exports, and transshipment of commodities in the three key sectors of the South African commodity market i.e. Containers, Mineral Bulk, Agricultural Bulk and RORO. TPT operates in seven South African commercial ports; that is, Richards Bay, Durban, East London, Port Elizabeth, Ngqura, Cape Town and Saldanha.

**2. SCOPE OF REQUIREMENTS**

TPT seeks to appoint a qualifying service provider to provide resources to assist the finance department to quantify the full extent of PFMA violations.

Resources are required to assist TPT's PFMA department to complete the testing of payments made in 2025-26 financial year to identify, quantify and disclose PFMA violations using PFMA compliance procedures on the PFMA register. Resources will test violations and other areas that may be assigned by PFMA compliance and reporting. One senior resource and six (6) junior resources as per the qualifications and experience listed in the technical criteria will be required from 20 January 2026 – 19 June 2026.

Resources must be available to commence work at TPT. The resources will be involved in:

- Verifications and review of all payments to identify PFMA violations that are applicable to schedule 2 entities and the SCM policy of Transnet, using a set of procedures that will be issued by the PFMA department.
- Address all outstanding actions in the PFMA remedial plan.
- Perform any other PFMA compliance and reporting obligations.

The estimated timing for the PFMA resource is as follows:

| <b>Resource</b>     | <b>Estimated rate</b>               | <b>Duration</b>                    |
|---------------------|-------------------------------------|------------------------------------|
| 1 x Senior Resource | To be confirmed by service Provider | 5 months (20/01/2026 – 19/06/2026) |
| 1 x Junior Resource | To be confirmed by service Provider | 5 months (20/01/2026 – 19/06/2026) |
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Respondents will be required to submit a monthly rate for each of the 7 resources specified above for the period requested. Resources must meet the criteria in terms of experience and qualification as stipulated in the technical evaluation criteria.

If the payments verification process has been completed by the PFMA resources before the end of the contract, and no other work is available for the resources, they will be sent back to their offices.

Bidder to submit confirmation of their lead times in their company letterhead and demonstrate the timelines for delivery of all PFMA resources to TPT from the date of receiving the PO/ Letter of award. TPT would appreciate provision of resources immediately after the letter of award.

## **Additional information**

### **Working hours**

- The resources are required to work for a minimum of 8.5 hours a day between 08:00 and 16:30 during the week (including a 30-minute lunch break).
- The resources will be required to complete and submit a weekly timesheet, indicating the work done.
- Requests for leave must be submitted to the Senior Specialist: Risk, PFMA, Compliance and Monitoring for approval. Once the leave has been approved by the Senior Specialist, the service provider must provide a temporary replacement to ensure deliverables are not impacted. Replacement must have the same experience and qualifications.
- Overtime might be required to be worked depending on whether there is a need, but however, it will be compensated at the normal rate.

### **Experience/Qualification**

Service providers to submit a confirmation letter on their letterhead confirming that they will provide the required number of resources.

#### Junior resource

- B. Com accounting degree (with majors in auditing and accounting) and/or B-TECH internal audit with 3 years' relevant experience in PFMA.

#### Senior resource

- Registered with SAICA as a chartered accountant with 5 years relevant experience in PFMA.

Service providers to provide CVs and certified copies of qualifications that are not older than three months.

Note! PFMA experience relates to the testing and quantification of Irregular expenditure.

## **Travel**

- Resources will be required to use their own transport to and from TPT premises.
- Resources will be stationed in Durban. No Travel and subsistence will be paid. The only cost that will be borne by TPT is the ***rate per hour*** for the resources.
- Resources will utilize their own transport and TPT will provide parking.

## **Workstations**

- Each resource will be allocated to designated working space
- TPT will provide a laptop and all the necessary access to the TPT network, email, application systems, information repositories and network printers.

## **Security, Compliance and Governance**

- The resources will be subject to the same health and security checks as TPT employees.
  - Physical access to TPT premises will be provided by TPT.
  - The service provider is required to comply with TPT's information security, application and communication policies and procedures. A resource found in breach may be subject to immediate dismissal, legal action etc. as informed by the policies and procedures of Transnet.
  - TPT will enforce termination of the engagement of the resources where requests for services are not met timeously and/or of a poor quality.
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