Independent Communications Authority of South Africa
350 Witch-Hazel Avenue, Eco Point Office Park
Eco Park, Centurion.
Private Bag X10, Highveld Park 0169

Terms of Reference for the appointment of an accounting firm for six (6) months to assist with the financial year end closure

1. Purpose of the Bid

The Independent Communications Authority of South Africa (ICASA) is a constitutional entity as listed in the Public Finance Management Act (PFMA). The PFMA requires ICASA to make payments to suppliers within 30 days of certification of an invoice.

As a constitutional entity, ICASA makes use of the National Treasury Central Supplier Database, JDE and internet banking to effect payments to suppliers. Various officials within ICASA have powers delegated to them from the Chief Executive Officer to perform their functions.

The purpose of the bid is to appoint a suitably qualified accounting firm to assist the ICASA Finance team with the following:

- Prepare annual financial statements and a corresponding audit file for submission to the Office of the Auditor-General for audit within CaseWare reporting system;
- Ensure all relevant notes tie to the AFS and complete;
- Ensure all GRAP statements relevant reporting are compiled to 2022/23FY reporting;
- Perform on-the-job training to relevant manager in their role in the preparation of the financial statements within CaseWare;
- Review accounting processes to review accounting policies.

2. Scope of work

The accounting firm appointed will be required to:

2.1. Document the accounting processes to update/compile policies and procedures.

2.2. Perform on the job training with each Manager in the process so that s/he is familiar with their role in the financial statements preparation.

2.3. Prepare financial statements and supporting information for the submission to Office of the Auditor General.

2.4. Present the reports to Exco, AREDC or governing body if so required.

3. PROCUREMENT POLICIES AND PROCEDURES

The general conditions of tender, contract and order will be applicable to this tender. ICASA reserves the right to cancel the bid at its sole discretion or to award the bid in full or part.

4. MINIMUM REQUIREMENTS/MANDATORY REQUIREMENTS

5.1. The prospective bidder must be registered on Central Supplier Database (CSD) prior to submitting bids.
5.2. Tax compliance status must be in order.
5.3. Completed and signed SBD forms 1, 3.3, 4, 6.1, must be submitted.

Bidders who do not meet the minimum/mandatory requirements will not be considered for evaluation.

5. EVALUATION CRITERIA (FUNCTIONALITY)

Only bidder/s that meets the minimum required percentage or minimum points, will be evaluated in terms of price and functionality and its associated Regulations issued by the National Treasury.
Bidders will also be evaluated on (a)submission of all the required documents;(b) Functionality and (c) Price /Specific Goals.
A bidder /s that score less than 70 points out of 100 in respect of overall functionality will be regarded as having submitted a non-responsive bid and will be disqualified.

For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the mentioned evaluation criteria (e.g. details of relevant previous work undertaken, original letters from previous /current clients, etc.)

6. FUNCTIONALITY CRITERIA

<table>
<tr><th>NO</th><th>FUNCTIONALITY CRITERIA</th><th>SCORE</th><th>WEIGHT</th></tr>
<tr><td>1.</td><td>Team leader
CV for the team leader including certified copied of qualifications, skills and proof of membership to professional body (bodies).</td><td>Rating of 5
• Chartered Accountant (SA),
• Confirmation of up-to-date membership with SAICA (2022 year)
• Registered with Independ Regulatory Board for Auditors
• Detailed CV (5 years and greater with)
○ Experience in drafting of GRAP financial statements
○ Experience working in an PFMA Accounting environment
○ Knowledge of Caseware
○ Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities

• Rating of 4 = Chartered Accountant (SA),
• Confirmation of up-to-date membership with SAICA (2022 year)</td><td>60</td></tr>
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		• Detailed CV (Between 4-3 years with)
		  ◦ Experience in drafting of GRAP financial statements
		  ◦ Experience working in an PFMA Accounting environment
		  ◦ Knowledge of Caseware
		  ◦ Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities
		
		• **Rating of 3** = Chartered Accountant (SA),
		• Confirmation of up-to-date membership with SAICA (2022 year)
		• Detailed CV (Between 24-12 months years)
		  ◦ Experience in drafting of GRAP financial statements
		  ◦ Experience working in an PFMA Accounting environment
		  ◦ Knowledge of Caseware
		  ◦ Experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities
		
		• **Rating of 2**	

		• Chartered Accountant (SA),
		• Detailed CV (Between 1-12 months)
		    ○ Experience in drafting of GRAP financial statements
		    ○ Experience working in an PFMA Accounting environment
		    ○ Knowledge of CaseWare
		    ○ experience in liaising with internal and external auditors, Audit Committees and Accounting Authorities
		
		• **Rating of 1**
		• Chartered Accountant (SA),
		•
		• Confirmation of up-to-date membership with SAICA (2022 year)
		• Detailed CV (with no experience in)
		    ○ Drafting of GRAP financial statements
		    ○ Working in an PFMA Accounting environment
		    ○ Knowledge of CaseWare
		    ○ liaising with internal and external auditors, Audit Committees and Accounting Authorities	

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2.	**Team Qualifications & Skills: Note: This can be one or more than one member** CV's for: Team the qualifications, skills and membership to professional bodies for each of the members listed.	**Rating of 5** • Skills mix within the assigned team should include CA (SA), RA(SA), Professional Accountant (SA) • 100% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes. **Rating of 4** • Skills mix within the assigned team should include CA (SA), RA(SA), Professional Accountant (SA) • 75% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes. **Rating of 3** • Skills mix within the assigned team should include Accountants registered with a professional body excluding SAICA • 50% of the staff members must have extensive knowledge of the PFMA, GRAP, CaseWare and Government processes. **Rating of 2** • Skills mix within the assigned team should include Accountants registered with a professional body excluding SAICA • 30% of the staff members must have extensive	40

		knowledge of the PFMA, GRAP and Government processes. **Rating of 1** • No skills mix within the assigned team includes Accountants registered with a professional body excluding SAICA • None of the staff members must have extensive knowledge of the PFMA, GRAP and Government processes.	
4.	**Total**		**100**
5.	**Minimum Threshold**		**70**

Pricing Schedule:

	Estimate	**Team Leader**	**Team member/s**
Hourly rate	40 hours per month – 8 hours per week		
Hourly Rate	60 hours per month		
Disbursements			
TOTAL			