



South African Post Office (SoC) Limited
Pricing schedule
RFP 21/22/26/Preparation of Annual
Financial Statements/BM

Preparation of Annual Financial Statements pricing schedule

- Pricing must inclusive of VAT

- The pricing must be inclusive of VAT and the envisage resources that will be required to achieve the required deliverables.
- All resources may not be required for the entire duration of the project.
- Due to the nature of the work and constant engagements with SAPO staff for the preparation of the annual financial statements, the team will be required to be on site at SAPO head office in Pretoria.
- If any of the project team member is not available due to COVID or any other reason during the contract period, the bidder should be able to provide SAPO with a suitable resource within 48 hours

Preparation of the Annual Statements for the Financial Year 2021/2022				
N o	Scope / resources	Period	Total costs including VAT	
1	The Senior manager who will be the project leader, registered chartered accountant and minimum Eight Team Members that must be registered chartered accountant.	01 February 2022 to 31 August 2022 Seven months	R	
Monthly but subjected to SAPO's requests if required, if audit is extended for whatever reasons and resources are required by SAPO to resolve audit findings / provide support				
2	Monthly - three (3) month period	01 September 2022 to 31 November 2022	Monthly amount	R
			Total cost for three months	R

	Total costs (1+2) for the duration of the project. Including VAT	R
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Preparation of the Annual Statements for the Financial Year 2022/2023				
N o	Scope / resources	Period	Total costs including VAT	
1	The Senior manager who will be the project leader, registered chartered accountant and minimum Eight Team Members that must be registered chartered accountant.	01 February 2023 to 31 August 2023 Seven months	R	
Monthly but subjected to SAPO’s requests if required, if audit is extended for whatever reasons and resources are required by SAPO to resolve audit findings / provide support				
2	Monthly - three (3) month period	01 September 2023 to 30 November 2023	Monthly amount	R
			Total cost for three months	R
	Total costs (1+2) for the duration of the project. Including VAT		R	

1. The bidder warrants that the price quoted above is within the scope of work.
2. The bidder warrants that the price quoted above is free of any errors or omissions and that he/she is able to deliver on the contract on the prices quoted.
3. The monthly rate needs to include any additional hours required to ensure that the deliverables are achieved.
4. If the resource does not work the entire month, a pro-rata amount to be invoiced.
5. Incomplete pricing will deem non-responsive bid and will not be considered in the evaluation process.
6. The proposed price should include all costs including travel and accommodation costs where applicable.
7. **SAPO reserves the right to decrease the resources depending on SAPO's requirements**