



## INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY

### REQUEST FOR QUOTATION (RFQ)

<b>RFQ REFERENCE</b>	RE:RFQ045-MAV-2026
<b>RFQ DESCRIPTION</b>	APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE GRAP COMPLIANT ANNUAL FINANCIAL STATEMENT AND OTHER RELATED FINANCE ACTIVITIES FOR A PERIOD OF 6 MONTHS FOR A SMALL AND MEDIUM ENTITY.
<b>RFQ ISSUE DATE</b>	17 APRIL 2026
<b>COMPULSORY BRIEFING SESSION</b>	N/A
<b>CLOSING DATE &amp; TIME</b>	23 APRIL 2026 @ 11:00 AM
<b>LOCATION OF SUBMISSIONS</b>	<a href="mailto:mavunac@iucma.co.za">mavunac@iucma.co.za</a> : HAND DELIVERY: IUCMA, 2 <sup>ND</sup> FLOOR, ABSA SQUARE BUILDING, 20 PAUL KRUGER STREET, MBOMBELA, 1200

**LATE AND INCOMPLETE SUBMISSIONS WILL INVALIDATE THE QUOTE SUBMITTED.**

Supplier's Name: \_\_\_\_\_

CSD Number: MAAA\_\_\_\_\_

Physical Address: \_\_\_\_\_

Bid Price \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE GRAP COMPLIANT ANNUAL FINANCIAL STATEMENT ON CASEWARE AND OTHER RELATED FINANCE ACTIVITIES FOR A PERIOD OF 6 MONTHS.**

Signature of Bidder: \_\_\_\_\_

**SPECIFICATION**

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE GRAP COMPLIANT ANNUAL FINANCIAL STATEMENT AND OTHER RELATED FINANCE ACTIVITIES FOR A PERIOD OF 6 MONTHS.

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**1. PURPOSE**

To appoint a qualified service provider for the preparation of the GRAP compliant annual financial statements and other related finance activities for a period of 6 months.

**2. BACKGROUND**

The IUCMA required to prepare Annual Financial Statements in accordance with GRAP, the Public Finance Management Act, and other applicable legislation, while maintaining accurate financial records and effective internal controls. To ensure credible and compliant financial reporting, the IUCMA must produce complete, accurate, and well supported financial statements aligned with underlying accounting records and responsive to prior audit findings raised.

**3. AIMS AND OBJECTIVES**

**4. SCOPE OF WORK/ DELIVERABLES**

The IUCMA requires the services of a suitably qualified Preferred Service Provider (PSP) to submit proposals to assist the Agency in preparing the GRAP compliant annual financial statement and other related financial activities. The PSP will be required to:

- Preparation of credible Annual Financial Statements (AFS) that are free from material misstatements
- Reviewing and assisting in resolving all the prior period audit issues raised by Auditor General / PwC
- Performing all prior year adjustments in order to have accurate opening balances in terms of required GRAP standard

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- Assisting in the year-end closure to ensure conclusion of all financial transactions and processes
- Prepare various reconciliations and recommend adjustments including but not limited to Bank, Creditors, Receivables, grants received, creditors accruals, property rates, revenue from services delivered, licensing and VAT.
- Ensure that General Ledger, Trial Balance reconcile with the Subsystem or Sub-Ledger
- Perform reconciliation between the SAP and Trial Balance
- Review, investigate and clear all reconciling items included in the bank reconciliation.
- Ensure proper and completeness of all Disclosures in terms of GRAP and MFMA
- Ensure proper disclosure of Agency Fees and reconciliation
- Performing provision for debt impairment calculations in line with GRAP provisions and align to the Agency policy.
- Propose year end journals.
- Propose prior year adjustments
- Mapping from SAP to CaseWare application (or equivalent system)
- Compilation of GRAP compliant Annual Financial Statement by using Caseware application (or equivalent system) for the year ending 31 March 2026 in terms of GRAP and other applicable standards.
- Prepare and submit the draft AFS for review to Internal Audit and Audit Committee on or before the 08 May 2026
- Submit all AFS adjustments at the end of the audit.
- Preparation of the Audit file in line with the applicable legislation.
- Adhere to all required legislation.
- Proper transfer skills plan to the finance staff
- Assist with the Audit queries
- The service provider to ensure availability of competent resource (on sight) that was involved in the preparation of AFS throughout the Audit process

### **5. PROJECT PERIOD**

The project will be executed over 6 months, effective from the contract's signing date.

### **6. OWNERSHIP AND INTELLECTUAL PROPERTY**

All products resulting from this contract will remain the property of the IUCMA.

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**7. EVALUATION PROCESS**

The bid will be evaluated and adjudicated on four (3) different levels as follows:

- Phase 1 – Compliance/Mandatory requirements
- Phase 2 – Functional requirements
- Phase 3 – Price and BBBEE evaluation

**PHASE 1: Compliance/Mandatory Requirements**

Without limiting the generality of the IUCMA’s other critical requirements for this bid, the bidder(s) must submit the documents in the table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase, Bidders’ responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any documents.

**Documents that must be submitted for Compliance/ Mandatory Requirements**

<b>A document that must be submitted</b>	<b>Proof of submission</b>
Project Manager who will be leading the team is a qualified Chartered Accountant registered with SAICA	SAICA Registration

***NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.***

**Phase 2: Functionality Requirements**

The evaluation of bidders of functionality will be done in terms of the evaluation criteria as indicated in Table 1 below. Only formal written quotations that meet the minimum threshold of **70 out of 100 points** for functionality will proceed to the next stage. The evaluation of functionality will be evaluated in accordance with the functionality criteria below and applicable values.

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**Table 1: Functionality Evaluation Criteria**

Qualification criteria	Description	Points
<p><b>Company Experience</b></p>	<p><b>The company must provide previous completed GRAP compliant Annual Financial Statement and project receiving unqualified audit opinion as well as relevant and active CaseWare license</b></p> <p>Five (5) or more relevant references - 30                      Six (6) to four (4) positive contactable references - 20                      Three (3) or less – 10</p> <p>4 years old CaseWare license – 10                      3 years old CaseWare license – 5                      2 years old CaseWare license – 2</p> <p><b>Proof: Reference letters on client letterhead with contactable references. Copy of Caseware license</b></p> <p><b>No positive contactable references-0</b>  <b>No Caseware licence - 0</b></p>	<p align="center"><b>40</b></p>
<p><b>Project Manager Experience</b></p>	<p><b>The company demonstrates that the Project Manager who will be leading the team and be responsible for quality review is a qualified Chartered Accountant registered with SAICA with necessary experience.</b></p> <p>8 or more years' experience – 20                      5 to less than 8 years of experience – 10                      Less than 5 years of experience – 5</p> <p><b>Proof: Provide a detailed CV and SAICA registration (attach certified copies of qualification) of the Project Manager indicating the years of relevant</b></p>	<p align="center"><b>20</b></p>

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	<p>experience in compilation of Annual Financial Statements for government entities and proof of working on Caseware.</p> <p><b>No CV or qualifications attachment will score zero</b></p>	
<b>Project Supervisor</b>	<p>A detailed CV (attach certified copy of qualifications) indicating experience on compilation of Annual Financial statements and proof of working on CaseWare.</p> <p>8 or more years' experience – 10 5 to less than 8 years of experience – 5 Less than 5 years of experience – 3</p> <p><b>Proof: Provide a CV of the Project Supervisor indicating the years of relevant experience with certified copies of qualifications. No CV or qualifications attachment will score zero</b></p>	<b>10</b>
<b>Detailed Methodology</b>	<p>Submission of a detailed methodology stipulating how the preparation of the Annual Financial Statement will be conducted. This should outline financial key activities, time frames, milestones.</p> <p>The methodology must clearly include:</p> <ul style="list-style-type: none"> <li>○ Planning – 5 points</li> <li>○ Implementation – 5 points</li> <li>○ Reporting – 5 points</li> <li>○ Skills Transfer – 5 points</li> </ul> <p><b>Proof: Methodology submitted covering areas stipulated above. No submission scores 0</b></p>	<b>20</b>
<b>Skills transfer</b>	<p>Bidders are required to demonstrate how they will transfer skills to internal officials during project implementation. The Service Provider must provide a detailed skills transfer programme with clear, realistic-</p>	<b>10</b>

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	deliverables and milestones -10 points  <b>Proof: A detailed skills transfer programme. No submission scores 0</b>	
<b>Total</b>		<b>100</b>
<b>Minimum required score</b>		<b>70</b>

**8. PRICING SCHEDULE**

The proposed total pricing rates must be inclusive of VAT. Prices/ rates are to be indicated on per unit/ item basis as required by the table 3 below, which constitute the pricing schedule for this tender. Prices/ rates indicated must be projected for a period of months.

<b>Description</b>	<b>Qty</b>	<b>Total Cost (VAT incl)</b>
Compilation of Annual Financial Statements as well as undertaking the Audit process of the AFS and adjustments to Annual Financial Statement.	<b>1</b>	
<b>VAT</b>		

**FORM OF OFFER AND ACCEPTANCE (AGREEMENT)**

**OFFER BY THE BIDDING COMPANY**

The Bidder, identified The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **PREPARATION OF 2025-2026 ANNUAL FINANCIAL STATEMENTS**. In the Offer signature block below, has examined the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid. By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder

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offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract.

**THE OFFERED TOTAL BID PRICE INCLUSIVE OF VALUE ADDED TAX IN WORDS:**

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**(IN FIGURES)**, R\_\_\_\_\_ This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR AND ON BEHALF ON THE BIDDER [PLEASE SIGN]:**

**Signature(s)**\_\_\_\_\_ **Name(s)**\_\_\_\_\_ **Capacity** \_\_\_\_\_

**(Bidding Company Name)**\_\_\_\_\_

**Name of Witness** \_\_\_\_\_ **Signature** \_\_\_\_\_

**2. ACCEPTANCE Date:** \_\_\_\_\_

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms

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and conditions contained in this Agreement and in the Contract that is the subject of this Agreement

**Contact Persons**

Technical Enquiries	SCM Enquiries
Chief Financial Officer Office Ms T Sibiya Tel: 068 058 6152 E-mail: sibiyan@iucma.co.za	Supply Chain Management Ms. Bernice Mkhabela Tel: 082 976 6110 E-mail: mkhabelab@iucma.co.za

***NB: All bidders are urged to submit quotation (s) on their company letter clearly indicating total cost.***

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