

REQUEST FOR PROPOSAL

RFP NO: 2016/02/01:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR ASSISTANCE WITH NAME CHANGE FROM PTY (LTD) TO SOC, ASSISTANCE ON VAT ON GRANTS AND QUALITY REVIEW OF ANNUAL FINANCIAL STATEMENTS

1. REQUEST FOR PROPOSAL

The Lejwe le Putswa Development Agency intends to appoint a competent service provider who will be to make a name change from Pty (Ltd) to SOC, assist with vat on grants, quality review of annual financial statements and skills transfer for the next five months on cash flow statement, vat reconciliations, movable assets, trade and other payables, grants, employee cost, MFMA disclosure, budget, compilation of AFS on Caseware, SCM workshop and intergroup reconciliation.

2. DELIVERABLES/OUTPUTS

- Skills transfer to the Lejwe le Putswa Development Agency staff.
- Assistance in name change from PTY(LTD) to SOC
- Quality review
- Accrual for bonuses
- Checklist on month end tasks and year end tasks
- Assistance with any queries that might arise on the Annual Financial Statements from the Auditor General

3. DESIRED BACKGROUND AND EXPERIENCE

The service provider should have a solid understanding of the public sector and proven track record of compiling annual financial statements in a professional manner and provide details of similar projects previously undertaken, including client list and contact details.

4. EVALUATION CRITERIA

The quotation will be evaluated on the 80/20 preference point system as outlined in the MFMA of 2003.

5. CLOSING DATE

The proposal must be submitted on or before the 11th of March 2016. The closing date is fixed and will not be extended.

6. DOCUMENTS TO BE SUBMITTED:

- MBD 4- Declaration of Interest
- MBD 8
- MBD 3.1
- MBD3.2
- MBD3.3
- Valid Tax Clearance certificate
- A proposal accompanied by the bidders qualifications
- Original or certified copy of valid BBEE certificate

FURTHER INFORMATION IS AVAILABLE FROM:

Ms Katleho Pitso

Tel: (057) 352 5970

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**MRS PHUMZILE NHLAPO
CHIEF EXECUTIVE OFFICER**