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## **TOR FOR DRAFTING OF ANNUAL FINANCIAL STATEMENTS IN CASEWARE**

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### **1. BACKGROUND**

The South African National AIDS Council (SANAC) Trust is a body mandated to coordinate the multi-sectoral response to the HIV, STI and TB epidemics by bringing together multiple sectors, namely, government departments, non-government organization (NGOs), civil society, the private sector, and the donor community, to build consensus and drive a national response to HIV TB and STIs. The SANAC Trust has categorised its funding into two namely:

**Unrestricted Funds:** which are donations that may be used for any purpose so long as it meets the aims and objectives of SANAC outlined in the Trust Deed. The funds are used for operating costs or costs that are difficult to fund.

**Restricted Funds:** which are “ring-fenced” to a particular project and that restriction is set out in the grant agreement. Whatever type of funds the Trust has it must keep track of them and report them appropriately in its financial statements.

### **2. OBJECTIVE**

The SANAC Trust invites qualified and experienced Chartered Accounts/Accounting firms to submit their quotations for the preparation of AFS for the period 2023/24 (April 2023 to March 2024) using their own licenced CASEWARE platform and to ensure that the SANAC Trust AFS are compliant with the relevant legislative framework.

***On completion of the exercise the winning bidder must hand over CASEWARE back-up file to the SANAC CFO.***

### **3. SCOPE OF SERVICES**

- Mapping of Trial Balance on CASEWARE
- Updating of all Accounting Policies and New Standards and Interpretations disclosure note
- Processing of all Prior Year Error corrections on CASEWARE (Updating of PY Figures & Corresponding PY Error disclosure note)

- Compilation of AFS (Breakdowns of figures for notes will be given to the compiler based on working papers reconciling to the amount per the imported Trial Balance)
- Compilation of Financial Instruments Note, Risk Management Note, Budget & Appropriation Statement and Relevant Appendices to reconcile to the disclosures in the AFS.
- High Level Review of AFS against Audit File
- Assistance with any Audit Adjustments to be processed on AFS before SANAC releases the Audit Report.

#### **4. MINIMUM REQUIREMENTS**

- Should have relevant experience in the preparation of AFS in line with relevant legislation.
- Member the South African Institute of Chartered Accountants (SAICA)
- Must demonstrate maximum capacity / competencies according to their role / expertise based on the project objectives.
- Ability to work under pressure, under minimum supervision and according to deadlines.
- A fully updated CV and / or Company profile with focus on preparation of AFS.
- List of 2 referees being clients previously consulted for, not older than 12 months, along with the contact person and contact details.
- Must have a licenced CASEWARE platform

#### **5. PRICING**

The price must be inclusive of VAT, if VAT registered.

#### **6. TIMEFRAME**

Over a period of three (3) months to allow for the request for adjustments if and when required.

#### **7. INDEPENDENCE AND OBJECTIVITY OF STAFF**

In carrying out the work, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

#### **8. CONFIDENTIALITY**

The service provider will hold material and information exchanged in the course of the implementation of this assignment in the strictest confidence, and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the Trust.

## 9. EVALUATION CRITERIA

All bidders will be evaluated in two stages as below

Stage 1: Functionality

<b>Evaluation Criteria</b>	<b>Score</b>
Experience of the Bidder will be demonstrated by the bidder proving the business profile stating the experience of the company, the registration date (company documents and CV's and qualifications of the team). In case of an individual a CV and relevant qualifications will be used to allocate points as indicated below: <b>5 years or more – 25 points</b> <b>3 to 4 years – 20 points</b> <b>1 to 2 years – 10 points</b> <b>Zero experience – 0 points</b>	<b>60</b>
The bidder to demonstrate previous experience relevant to the project by providing contactable references for five years and points distributed as demonstrated below: <b>2 or more references - 30 points</b> <b>1 reference – 15 points</b> <b>Zero references – 0 points</b>	<b>40</b>
<b>Total functionality points</b>	<b>100</b>

**Only who obtained 70 on Functionality will be evaluated on Price & BEE using preference point system of 80/20 as per the below table:**

**Stage 2: Price and BBEE**

<b>Preference point system (80/20)</b>	<b>Weighting percentage (Must add up to 100 %)</b>
Price	<b>80% of 100 Points</b>
BEE	<b>20% of 100 Points</b>
<b>Total:</b>	<b>100%</b>

**The score for functionality shall be calculated as follows:**

Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.

The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual respondent for functionality.

## 10. PRICE CALCULATIONS

A maximum of 80/20 point system has been allocated to this bid on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**i. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **11. PERFORMANCE MONITORING AND REPORTING**

Service providers play a vital role in the performance of the organization as some supporting services are outsourced to service providers. The objective of performance monitoring of service providers is to obtain a measure of the service provider's performance under the contract. Performance assessments during the course of this contract will help both the SANAC Trust and the service provider to reach a common understanding of the requirements of both parties about the work.

A rigorous reporting system will provide feedback to a service provider on its performance on each deliverable. It will help to identify areas that the Service Provider is excelling in and any areas that need improvement. Performance reports will be used in the assessment of a service provider for pre-qualification, registration, evaluation and—in the event of termination—for unsatisfactory performance under a contract.

## **12. PROPOSAL FORMAT**

- **Company Profile, quotation, CV's, Certificates and References in case of a company**
- **Quotation, CV, Certificates and References in case of an individual**

**NB: Service providers to attach their Valid BEE Certificates, Tax Clearance Certificate, Certified ID Copies, Vat Registration Certificate where necessary, CIPC Registration documents, where necessary. Failure to submit these will invalidate your proposal.**

**CLOSING DATE :12 June 2024 11:00**

**Email proposals to:**

**Contact details: [Mbali@sanac.org.za](mailto:Mbali@sanac.org.za)**

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