
REQUEST FOR QUOTATIONS (RFQ) COMPILATION OF THE 2021/2022 ANNUAL FINANCIAL STATEMENTS RFQ No: 008/06/2022

Greater Tzaneen Economic Development Agency (GTEDA) hereby invites suitably qualified service providers to tender for compilation of the 2021/2022 Annual Financial Statements

SPECIFICATIONS:

- Converting the prior year Excel financial statement to a Case Ware format;
- Create a new Case Ware template for GTEDA;
- Map the Trial Balance (TB) accounts to case ware;
- Compile the draft AFS for the 2019/20 Financial Year;
- Assist Head of Finance to finalise the notes and other disclosures;
- Perform high level review of the AFS; and
- Review of the 2021/2022 Audit File

N.B No briefing session is scheduled for the RFQ.

Suitably qualified service providers are therefore invited to submit their quotations before the closing date. Duly completed and signed documents enclosed in a sealed envelope clearly marked "Compilation of the 2021/2022 Annual Financial Statements" addressed to: Chief Executive Officer, P O Box 2420, Tzaneen, 0850 or hand delivered at Office No. 66, Cascades Building, Sapekoe Avenue, Tzaneen.

Closing date: 19 July 2022@ 15h30: GTEDA Office no. 71

N.B COVID-19: For safety of our customer and employees we are implementing a range of safety measures across, including having our offices regularly cleaned and sanitised, and making hand sanitizers available to walk-in clients. Our employees also understand hygiene procedures as outlined by health authorities and we strongly advise customers to wash and sanitise their hands regularly.

Proposals should be accompanied by the following documents which will form part of the adjudication:

1. CSD (Not more than a week old)
2. Municipal account for both company and director not older than 3 months
3. Certified qualifications and ID copies of key personnel
4. Valid Tax clearance and Pin
5. Declaration of interest form
6. CIPC company registration documents
7. BBBEEE certificate or a sworn affidavit
8. Registration with a professional body

EVALUATION CRITERIA

Stage 1. The pre-qualification evaluation criteria will be based on the following functionalities: -

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
3 Appointment letters in similar services- advertised	3 =50 2 =40 1 =30	50
Company experience in rendering similar service - advertised	10 =30 5 =20 3 =10	40
Registration with an accounting professional body	10	10

Stage 2. The evaluation will be based on an 80/20 preference points system and the minimum score is 70%, any score of less than that will not be evaluated further for price. The lowest or only tender will not necessarily be accepted.

No late submission, facsimiles, electronic or telephonic quotations will be accepted. GTEDA reserves the right to withdraw the bid in whole or part thereof and does not bind itself to accept the lowest or any bid. Greater Tzaneen economic development agency reserves the right not to appoint.

For general enquiries kindly contact Ms. Mamakiri Modiba, mamakiri@gteda.co.za
Only written enquiries will be attended to.



Mr. MW Mulaudzi
Acting Chief Executive Officer