



RFQ NO: 987786

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ACCOUNTS PAYABLE ANNUAL CLEANUP

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

PREPARED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
NO.1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

Quotation Queries:	Technical Queries:
CONTACT NAME: PROCUREMENT OFFICE	CONTACT NAME: PROCUREMENT OFFICE
TELEPHONE: 011 386 6527	TELEPHONE: 011 386 6000
E-MAIL ADDRESS: procurementcorporate@nhls.ac.za	E-MAIL ADDRESS:

NAME OF A BIDDER.....

CSD MAAA NO.....

COMPULSORY BRIEFING SESSION: 18 NOVEMBER 2025 @11:00 AM

CLOSING DATE: 21 November 2025 AT 11:00

QUOTATION VALIDITY PERIOD: The quotation validity period is 60 days

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ANNUAL CLEANUP**

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1. PART A Invitation to Bid

SBD 1

**PART A INVITATION TO
BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ No: 987786		CLOSING DATE: 21 November 2025		CLOSING TIME: 11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ACCOUNTS PAYABLE ANNUAL CLEANUP				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NHLS RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
uu					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	PROCUREMENT OFFICE	
TELEPHONE NUMBER	011 386 6527		TELEPHONE NUMBER	011 386 6000	
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za		E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO YES NO	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- i) Quotation procedure using a three (3) stage system will apply: **Administrative Compliance, Functionality/ Technicality and 80/20 (Price and Specific Goals)**
- j) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- m) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.
- a) Quotation must be All-Inclusive
 - i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
 - ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
 - iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
 - iv. The offer must be in ZAR currency.
 - v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
 - vi. Quotes should be submitted on an official letterhead and duly signed.

Delays in the supplier's performance

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- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

1. Penalties

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink GCC Document or visit NHLS website https://www.nhls.ac.za/supply-chain/ , click on supply chain management tab then select General Conditions of Contract	Accept	Do not accept

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2. SPECIFICATIONS

1. ABOUT US

The NHLS is a national public entity established in terms of the National Health Laboratory Service Act, No. 37 of 2000, governed by a Board to provide quality, affordable, and sustainable health laboratory services, training, and research. It was established in 2001, by amalgamating the former South African Institute for Medical Research (SAIMR), the National Institute for Virology and the National Centre for Occupational Health. It is managed according to the provisions of the National Health Laboratory Service Act, the NHLS Rules, and the Public Finance Management Act (PFMA), No. 1 of 1999 (as amended). Through its countrywide network of quality-assured diagnostic laboratories, the NHLS is the sole provider of diagnostic pathology services to over 80 percent of the South African population. It also provides surveillance support for communicable diseases, occupational health and cancer.

Our specialised institutes include the National Institute for Communicable Diseases (NICD) incorporating National Cancer Registry(NCR), the National Institute for Occupational Health (NIOH), Forensic Chemistry Laboratories (FCL) and the South African Vaccine Producers (SAVP), as our subsidiary. The NHLS has laboratories in all nine provinces.

Although NHLS have various locations the scope of the work will not involve travelling

The NHLS is Mandated to:

- ✓ Provide cost-effective and efficient Health Laboratory Services to all public sector healthcare providers
- ✓ Support and conduct Health Research; and
- ✓ Provide Training for Health Science Education in conjunction with medical facilities at universities and universities of technology.

BACKGROUND AND DISCUSSION

The organisation has accumulated historical accrual balances that require detailed analysis, validation, reconciliation, and proper accounting treatment to ensure financial statements reflect accurate liabilities. In addition to the NHLS accumulating historical accrual balances, the NHLS received a qualification of Payables from exchange transactions for the 2023/24 and 2024/25 financial years. There is a need to perform detailed analysis, validation and reconciliation of NHLS accrual accounts to ensure that these are accurate and valid and that they have been accounted properly in terms of the Standards of Generally Recognised Accounting Practice. Herewith below is the number of transactions and values in the respective the Accrual Accounts.

Account No	2024/25 Financial year		30 September 2025	
	No of transactions during the year	Closing balance	No of transactions during the year	Closing balance
2320	365	39 393 302.07	365	39 393 302.07
2330	633	12 379 182.38	601	12 415 412.40
2325	164 452	168 258 561.09	90 857	158 918 864.61
2335	658 909	403 686 924.05	330 032	409 419 074.91
2310	13 967	385 022 210.19	12 154	281 088 275.07

The NHLS has identified that there are discrepancies between the accrual account, trade payables accounts when compared to individual supplier statement. There is a need to review and investigate all the above accounts to establish the reasons for the discrepancies and

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thereafter reconcile the accounts to individual supplier statements.

DURATION OF THE PROJECT

1 December 2025-31 March 2026

SPECIFICATIONS /SCOPE OF WORK

The successful service provider will be required to perform or deliver the following

- ✓ **Validate the accruals on all 4 accounts (2320,2325,2330,2335) and trade payables account (2310)**
 - Gather accrual schedules, trial balances, and AP records.
 - Review historical accrual postings and aging schedules
 - Match accruals to invoices, payments, and purchase orders.
 - Identify discrepancies between accruals and actual liabilities
 - Engage with AP and Procurement teams for clarification
- ✓ **Clean-Up & Adjustments**
 - Prepare and propose journal entries for necessary reversals, reclassifications, or adjustments.
 - Prepare and propose prior period error journal entries where applicable
 - Recommend treatment for unsupported or stale accruals, and purchase orders
 - Reconcile all accrual accounts (Accounts no 2320, 2325,2335, 2330) and Trade payable accounts (Account no 2310) for significant suppliers to supplier account
- ✓ **Reporting & Recommendations**
 - Provide a detailed report of findings and adjustments made
 - Suggest process improvements for accrual management.
 - Train AP staff in maintaining accurate accrual records.
 - Produce Audit supporting schedules for all accrual accounts as at 31March 2026

ANNEXURE A

EVALUATION CRITERIA 1 - COMPANY EXPERIENCE -25%

A company profile clearly **indicating the number of years** in Creditors and accrual related projects. A list of clients must be submitted as evidence.

No	Client Name	Nature of work/services	Public Sector Yes/No	GRAP or IFRS	Period of contract
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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ANNEXURE B

EVALUATION CRITERIA 4 - Sufficient and experienced resources (Excluding the Project Leader and Project Manager) -25%

Relevant qualifications and experience mean the following.

The bidder must provide Curriculum vitae (CVs) of all the resources who will be deployed to the NHLS for this project. The resources/employees should meet the **ALL** of the following requirements:

- BCom Accounting
- Completed articles
- Have at least eight (8) years' experience in finance/accounting, which includes experience with Accounts Payable and Accruals.
- Experience on ORACLE ERP system
- Strong Excel skills (advanced)

No	Resource Name	Position	Qualifications	Articles Yes/No?	ORACLE ERP Experience Yes or No?	Microsoft Excel- Experience (Basic/intermediate/advance)	Years of Experience In Finance /Accounting/Auditing incl Payables and or Accruals
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Please populate the table below -

ANNEXURE C

EVALUATION CRITERIA 4 – Skills and Experience: Project Leader and Manager -25%

Relevant qualifications and experience mean the following. Project Leader must-

Relevant qualifications and experience mean the following. Project Leader **and** Manager must-

- **Both** Project Lead **and** Project Manager must be qualified Chartered Accountants (CA)(SA's) and
- **Combined** no of projects performing Accrual and/ or Payables related work post articles in the public sector **and**
- Project leader and Manager must have combined years 3 years of ORACLE ERP experience

1. Project Leader

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Name:
Qualifications:
ORACLE ERP no of years' experience:
Excell experience
Please populate the table below as evidence:

No	Name of Entity	Nature of service	Public Sector Yes/No	GRAP Yes/No	Period of the contract
1					
2					
3					
4					
5					
6					

2. Project Manager

Name:
Qualifications:
ORACLE ERP no of years' experience:
Excell experience

Please populate the table below as evidence

No	Name of Entity	Nature of service	Public Sector Yes/No	GRAP Yes/No	Period of the contract
1					
2					
3					
4					
5					
6					

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4. PRICING SCHEDULE

No.	Resources Level	Quantity	Hourly Rate VAT Exclusive	Monthly Cost VAT Exclusive	Total Cost VAT Exclusive (4 months)
	Appointment of Finance consultants to validate and clean up the National Health Laboratory Service (NHLS) accrual accounts for a period of 4 Months				
1.	Accounting Senior Consultant (Middle)	2	R	R	R
2.	Project Manager CA (SA)	1	R	R	R
3.	Project Lead CA (SA)	1	R	R	R
Vat at 15% if applicable					R
Total Quotation Vat Inclusive if Applicable					R

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FORM OF OFFER (SBD 7)**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

A REQUEST FOR A SERVICE PROVIDER TO PROVIDE ACCOUNTS PAYABLE ANNUAL CLEANUP.

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of the RFQ.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder 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 data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand.

..... (in words);

R (in figures)

This offer may be accepted by the employer by signing the acceptance this form of offer before the end of the period of validity stated in the submission data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client. Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Offer, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Quotation (RFQ).

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

Signature(s)

Name(s) (Print name of signatory)

Capacity

Name of the Bidder.

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5. RFQ EVALUATION PROCESS

The RFQ will be evaluated and the successful service provider will be selected based on a two-phased approach (3-Stages) Administrative compliance, Technicality and 80/20 (Price and specific goals):

STAGE 1: ADMINISTRATIVE COMPLIANCE:

All incomplete submissions and respondents who do not meet the minimum requirements at quotation submission will be eliminated from further evaluation.

STAGE 2: TECHNICAL/ FUNCTIONALITY COMPLIANCE

The 2nd evaluation phase will be based on the Mandatory Technical/ Functional requirements, and a minimum of **80%** threshold should be met to proceed to the 3rd and final stage.

STAGE 3: PRICE AND SPECIFIC GOALS

The final evaluation phase will be based on **Price and Specific Goals**.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders.
Returnable documents are categorized as follows:

a) Mandatory Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents WILL lead to disqualification)

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		

2. Fully completed and signed Declaration of Interest SBD 4	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4		

3. Bidder must complete the pricing Schedule.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule.		

4. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).		

5 The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	Comply	Do Not Comply

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Substantiation: The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.

b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

1. B-BBEE Certificate and/or Affidavit Fully completed and signed preferential points claim form SBD 6.1.	Comply	Do Not Comply

Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.

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5.2 STAGE 2: FUNCTIONALITY/ TECHNICAL REQUIREMENTS CRITERIA

Bid will be evaluated on the basis of the Mandatory Technical/ Functional requirements, and a minimum of 80% threshold should be met to proceed to the 3rd and final stage.

1.3 TECHNICAL FUNCTIONALITY REQUIREMENTS

Criteria	Weight 25%
1. Company Experience (PLEASE COMPLETE ANNEXURE A FOR THIS CRITERIA) A summary of firm's experience, highlighting the firm's number of years in Creditors and accrual related projects in the public sector using GRAP or IFRS. SUBSTANTIATION: PLEASE COMPLETE ANNEXURE A FOR THIS CRITERIA	0-3 Years: 0% 4-5 Years: 10% 6-8 Years: 20% >8 Years: 25%
Criteria	Weight (25%)
2. Reference letters and contactable references Reference letters and contactable references where Accruals/Payables related work was conducted Contactable references where similar work was done in the past five recent years. The letters must be on client letterhead with contact details, valid e-mail address, office telephone, cell phone and business address. Similar work includes one of or a combination of the following ➤ Clean up of payables and/or Accruals accounts ➤ Performing creditor reconciliations ➤ Compiling Accrual lists ➤ Any other Accrual and or Payables related works	0-2 contactable references: 0% 3-4 contactable references: 10% 5 contactable references: 20% >5 contactable references: 25%
Criteria	Weight (25%)
3. Sufficient and experienced resources (Excluding the Project Leader and Project Manager) PLEASE COMPLETE ANNEXURE B FOR THIS CRITERIA der must provide Curriculum vitae's (CVs) of all the resources who will be deployed to the NHLS for this project. The resources/employees should meet the ALL of the following requirements: ➤ BCom Accounting ➤ Completed articles ➤ Have at least eight (8) years' experience in finance/accounting/Auditing, which includes experience with Accounts Payable and Accruals. ➤ Experience on ORACLE ERP system ➤ Strong Excel skills (advanced) SUBSTANTIATION: PLEASE PROVIDE THE FOLLOWING: ➤ Completed Annexure B ➤ Copies of qualifications ➤ CVs of the resources indicating experience in finance/accounting, which includes experience with Accounts Payable and/or Accruals, EXCEL and ORACLE	<50% of the team members meet all the requirements: 0% 51% -70% of the team members meet all the requirements: 15% >70% of the team members meet all of the requirements: 25%
Criteria	Weight (25%)

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4. Skills and Experience – Project Leader <u>AND</u> Project Manager PLEASE COMPLETE ANNEXURE C FOR THIS CRITERIA Accreditation, relevant qualifications, and experience of the Project Leader: A copy of the SAICA membership certificate, Curriculum Vitae (CVs) must be submitted for points to be allocated Relevant qualifications and experience mean the following. Project Leader and Manager must- ➤ Both Project Lead and Project Manager must be qualified Chartered Accountants (CA)(SA's) and ➤ Combined no of projects performing Accrual and/or Payables related work post articles in the public sector and ➤ Project leader and Manager must have combined years 3 years of ORACLE ERP experience SUBSTANTIATION: PLEASE PROVIDE THE FOLLOWING: ➤ Completed Annexure C ➤ Copies of SAICA membership certificates of the Project Lead and Manager ➤ CVs of the Project Lead and Manager	0-2 projects: 0% 4-6 projects: 10% 8-10 projects 15% >10 projects: 25%
Minimum Threshold is 80%	

5.3 STAGE 3: PRICE AND SPECIFIC GOALS CRITERIA

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation.
The 80/20-point system will be as follows:

Price Assessment	80 Points
Specific Goals	20 Points

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2 Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bidders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to quote (RFQ):

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

“The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

(e) “Historically Disadvantaged Individual (HDI)”

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
- ii. Who is a female; and/or
- iii. Who has a disability

(f) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

(g) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

“Specific goals” means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for quotations for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

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Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	8	%	
Woman	2	%	
Disabled	1	%	
Youth	4	%	
Locality - City of Johannesburg = 5 - Gauteng Province = 2 - National = 0	5		
Total Points	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c)cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

