



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR QUOTE:

Prepare and Compile 2026 Annual Financial Statement

SCM Document:

Issued date: 02 October 2026

Issued by:

Vuselela TVET College

8 Bramfischer Street

Klerksdorp

2571

Closing Date 15 October 2026

Time 11:00am

Name of Service Provider or Accounting Firm_____

Total Quote price incl. VAT_____

CSD Supplier Number MAAA_____

BBBEE LEVEL _____

Bidders must use Black ink only.

No Facsimile and/ or late RFQ submission will be accepted

Scope of Work

Terms of Reference for 2026 Annual Financial Statements

1. Introduction

Vuselela TVET College is a registered public TVET College, with Department of Higher Education in terms of CET Act, 2016 (Act No of 2016), Vuselela TVET College has a mandate to train and skill South African in the following categories, Accredited Skills Programmes, R191 Nated and National Vocational Certificates, for the benefits of the citizen of South Africa, operating within North West Province, with more focus in youth in general, for more information about the College can be found at <http://www.vuselelacollege.co.za>

Vuselela TVET College has Campuses Located as follows:

- Taung Mainroad to Pudimoe Viilage Taung 8581
- Jouberton 11900 5th Street Jouberton 2571
- Matlosana Plot 120 OR Tambo Street Klerksdorp 2571
- Klerksdorp Cnr OR Tambo & John Orr Street Klerksdorp 2571
- Corporate Centre 8 BramFischer Street Klerksdorp 2571
- Potchefstroom Cnr Auriet & Retief Street Potchefstroom
- Kitso – Bothale 74 Boom Street Klerksdorp 2571

It is a compulsory requirement of this bid that the service provider / Accounting Firm must be able to provide services for all sites/ campuses. The location of the service provider's offices must be clearly indicated in the proposal with the detail on how all sites/ campuses will be served.

• PROJECT SPECIFICATION

Specification of the Bid

Proposals are requested from service providers who have the Experience on Fixed Asset and audit support

PREPARATION AND COMPILING ANNUAL FINANCIAL STATEMENT AND SUPPORT FOR FINANCIAL YEAR 2026

INTRODUCTION OF THE PROJECT

The College seeks proposals for the preparation and compiling of Annual Financial Statement for year ending 2026 from suitably qualified service providers.

SCOPE OF WORK :

Preparation of Financial Statements

- Ensuring the opening balances reconcile with the audited financial statements balances.
- Preparation of the Annual Financial Statements in compliance with GRAP using CaseWare .
- Preparation of an audit file supporting all financial statement areas of the AFS in compliance with audit requirements.
- Reconciling the AFS to the audit file and supporting schedules to ensure they are accurate and complete.
- Reconciling the General ledger and the Annual Financial Statements.
- Reconciling all subsidiary accounts (Creditors, Student Debtors, Project Debtors, FAR, Inventory, etc.) to the control accounts and TB.
- Aligning the Annual Financial Statements to the fixed asset register.

- To reverse prior year accruals and record current accrual transactions and calculate and process current year accruals.
- To analyse, review, and clear all suspense accounts, unallocated deposits, and uncleared bank items.
- To assist in clearing 2025 audit qualifications as per audit findings from the audit action plan.
- Obtaining all journals posted into the general ledger and verifying that they are accurate and adequately supported by underlying documentation.
- Correct misclassification of transactions.

Accounting services

- To reconcile the control accounts and clear the suspense accounts.
- To prepare of corrective journals for year end preparations.
- To perform transfer of skill to staff in the finance unit.
- To assist with clearing audit findings emanating from the prior audit.
- To assist with the audit action plan implementation satisfactoriness for audit preparation and processing corrective adjustments to avoid repeated findings.
- To possess ITS and SAGE financial system expertise knowledge
- To ensure the correctness of SAGE financial system accounts setup
- To assist with the reconciliation of fixed assets register and assets GL accounts.
- To assist in the preparation of Student Debtors reconciliation
- To assist with the completeness of NSFAS remittance allocations
- To assist with the completeness of Project Debtor recording and allocations
- To assist in the reconciliation of GL accounts with sub-ledgers (Ageing and listings)
- To assist with Prior year corrections and adjustments
- To assist in ensuring the recording of all the necessary year-end journals
- To assist in ensuring the correctness of the calculation of year-end provisions including bonus, leave, etc.
- To assist to reconcile and ensure the correctness of salary GLs to BAS and VIP (People) reports.
- To assist in ensuring correct calculation and recording of Commitments, Grants received, contingent assets, and accruals.
- To provide required audit support during the 2026 the audit
- To assist in completing and preparing Audit Files for audit readiness purposes.
- To prepare CaseWare AFS in close collaboration with CFO.

Student debtors

Focusing on Student debtors' corrections and reconciliation will include the following:

- Confirming student debtor balances for the current and prior years.
- To compare student statements with sub-ledger and ensure the amounts agree.
- To identify differences between the sub-ledger and control account and propose correcting journals.
- To analyse NSFAS remittances and allocate amounts to relevant student debtor accounts.
- To reconcile funds received from NSFAS with NSFAS remittances and allocations made to individual student debtors accounts and provide details and reasons for any discrepancies.
- To analyse the student debtor's population and propose and (if and where appropriate) process write-off of student debtors' balances where appropriate.
- To analyse and process appropriate adjustments relating to student debtors' suspense accounts.

- Examining and correcting transactions within the student debtors and associated accounts in the general ledger.
- Assisting and recommending to clear-out debtors with credit balances.
- To clear-out student debtors' suspense accounts, including unallocated deposit account.
- To investigate prior debtors' journals and correct where necessary.

Inventories

- Assisting with the year-end stock count.
- Assisting with the performance of an inventory reconciliation.
- Assisting with the inventory valuation in line with the college inventory policy.

Post Audit Action Plan

- To assist the college to resolve audit action plan findings by end of November 2026.

Audit Support

- Remain on the premises of the college for the duration of the audit.
- Aid during the audit process, including accompanying auditors on verification and site visits.

Training and skills transfer

- Carrying out formal training and on-the-job training with the College officials on the following:
 - Preparation of audit files.
 - Preparation of financial statements on Case Ware.
 - GRAP items affecting the college.
- Conducting in-house training sessions for the staff responsible for posting transactions to ensure that they are continuously on the lookout for erroneous postings, and understand the adequacy of information supporting journals, as part of on-the-job training which will take place during the course of the project.

Projects Accounting: Debtors, Revenue, Expenditure and Liability accounts

- Ensure there is support and correctness of project debtor's balances
- Ensure there is support and correctness of project liabilities balances
- Ensure that project revenue invoices are accurately capture and supported contracts, close-out reports.
- Ensure all project related payments are fully allocated and matched to invoices.
- Ensure all project related expenditure are correctly allocated to the relevant projects.

Assistance with new requirement and amendments for GRAP 104 implementation:

- Establish a revised GRAP 104 implementation project team.
- Identification and scope assessment of financial instruments
- Classification and measurement of financial assets and liabilities
- Any derecognition of financial assets and liabilities
- Enhanced AFS disclosure and risk-reporting requirements
- Compile a complete financial instrument register
- Perform a preliminary scope assessment of all financial instruments
- Review receivables portfolios and prepare for Expected Credit Loss impairment requirements

- Assess transition requirements and opening-balance implications
- Advise on any required updating of relevant accounting policies and internal controls
- Develop a documented implementation plan with milestones.

- **AIMS OF THE PROJECT**

The purpose of the project is to ensure that the College complies with GRAP standards, and all audit queries that were raised by the Auditor General relating to AFS in 2025 financial year are addressed.

PROJECT COST AND PRICING SCHEDULES

Proposal must be fixed cost, Vuselela TVET College will not pay any cost outside the quoted price and cost remains valid for 91 days after the closing of the Bid submission the rate of change for this project must not be subjected to any foreign currency and the price must be firm.

All price must include VAT for service providers registered for VAT.

- **DELIVERY TIME FRAMES**

Achieve the required Legislated time frames for submission of Annual Financial Statements of 2026.

For enquiries please contact molefi@vuselelacollege.co.za Closing date for the quote on 15 October 2026 at 11:00am

NB: The College and Successful service provider will have meeting on regular intervals.

PART A
RFQ INVITATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/AFS 2026 DPF	CLOSING DATE:	15 October 2026	CLOSING TIME:	11H00
DESCRIPTION	Appointment of Accounting Firm to Prepare and Compile 2026 Annual Financial Statement				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Firms must send their RFQ response with Quotation to molefi@vuselelacollege.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Molusi MG		CONTACT PERSON	Molefi RL	
TELEPHONE NUMBER	018 406 7800		TELEPHONE NUMBER	018 406 7800	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	molusi@vuselelacollege.co.za		E-MAIL ADDRESS	molefi@vuselelacollege.co.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ 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, 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....
.....
.....

- 2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	
Signature	Date
.....	
Designation	Name of bidder

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

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

NB: BEFORE COMPLETING THIS FORM, SUPPLIERS 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 for Quote:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the **80/20** preference point system.
 - b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once quotes are received.
- 1.3 Points for this quote (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 RFQ 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 tenderer 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) **“tender”** 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;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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 or 90 points is allocated for price on the following basis:

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest 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 tenderer 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 tender for income-generating contracts, that either the 80/20 or 90/10 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 or 90/10 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 both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender 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 tenderer 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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI's (Who had no franchise on national elections before the 1983 and 1993 constitution)	3	
Locality: Within areas where Vuselela TVET College operates/ has campuses [Taung; Jouberton; Klerksdorp and Potchefstroom]	3	
51% Black owned	10	
Woman	2	
40% youth owned	2	
Total	20	

Bidders must submit proof of all specific goals that are claimed for:

- list of all HDI's and their certified copies of identity documents and their shareholding percentage as it appears on CIPC documents.
- Locality (Municipal account in the name of a bidder or a valid lease agreement with lease statement of account)
- Certified copies of identity documents of youth within the company as directors / owners and their shareholding percentage as it appears on CIPC documents
- Certified copies of identity documents of Woman within the company who are directors and or / owners and their shareholding percentage as it appears on CIPC documents
- Proof of Company registration (CIPC documents)
- Proof of 51% ownership, CIPC ownership beneficial and BBBEE certificate/affidavit (Ownership points will be allocated when both certificates are attached)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ 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 tenderer 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:	

PRICING DATA

Pricing Instructions

- ALL items contained in the Pricing Schedule must be inclusive of VAT (if applicable) with detailed price Breakdown on their company letter head.

NO	Description / Item		Price inclusive of VAT
1.	Preparation and compiling 2026 AFS		
2.	Clearing raised Audit Queries		
3.	Any item related to AFS excluding Assets registers and Verifications		
	Total Amount before disbursements		
4	Disbursement's rates only		
4.1	Accommodation Cost per night per person	1	
4.2	Travelling Rate per kilo-meter	1	
4.3	Other expenses related to the Assignment	1	

NB: TERMS AND CONDITIONS WILL APPLY TO PRICING: VAT WILL BE PAID TO VAT VENDORS, AND CONTRACT WILL BE AWARDED TO COMPLIANT BIDDER.

Bidders must include their VAT Certificate and Tax Clearance Certificate or Valid Tax PIN

Also Attach your pricing schedule together with the project breakdown or list of activities.

Price must be fixed for the entire period at a Rand Value

Service providers are requested to submit all supporting documents at the end of this bid document in a sequence as follows:

No	Document	Page or Annexure
1.	Pre-requisites for Administration	
2.	Summary of CSD registration	
3.	Company profile	
4.	Resolution Letter of Authority to submit a bid on behalf of the company	
5.	Three (3) Reference letters from previous clients and indicate the Audit outcome that was achieved by your client	
6.	Proof of Company / Lead individuals registration with SAICA or Accounting Body	
7.	Proof of Team Qualifications and experience Attach CV, ID Copy and Highest Qualification and proof of registration with accounting professional body	