



**North West Parks Board**  
**North West Province**  
**Republic of South Africa**

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**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**

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**PREPARATION OF ANNUAL FINANCIAL  
STATEMENTS FOR 2022/2023 FINANCIAL YEAR  
AND AUDIT SUPPORT DURING THE AUDIT BY  
AUDITOR-GENERAL (AG)**

**APPOINTMENT OF SERVICE PROVIDER FOR ANNUAL FINANCIAL STATEMENTS FOR 2022/2023 USING CASEWARE AND SUPPORT DURING THE AUDIT BY AUDITOR-GENERAL (AG).**

**N.B.** THE WRITTEN QUOTAION MUST BE ON YOUR COMPANY'S LETTER HEAD INCLUSIVE OF VAT AND DISBURSEMENTS. PLEASE ALSO SIGN THESE TERMS OF REFERENCE AT THE BOTTOM. HAND DELIVER THESE QUOTATIONS TO FINANCE DEPARTMENT SEALED ATTENTION TO MR MS DLAMINI: CHIEF FINANCIAL OFFICER: 018 3971529 AND EMAIL: [SDLAMINI@NWPB.ORG.ZA](mailto:SDLAMINI@NWPB.ORG.ZA) NOT LATER THAN 03 OCTOBER 2022

**1. SCOPE OF WORK**

The scope of work will include the following on an as and required basis:

- 1.1. Reviewing and preparations of all reconciliations and file them in a separate arch lever file per month e.g. Bank Reconciliations, Creditors Reconciliations, Debtors' Reconciliations, Assets Reconciliations; etc.
- 1.2. Agree all reconciliations per above to the General Ledger, Age Analysis, Fixed Asset Register;
- 1.3. Analyze all issues raised by Auditor-General in 2021/2022 audit using Audit Report and Management Report and address them and file evidence per audit finding in the arch lever file for audit purposes.
- 1.4. Analyze prior period error note and perform recalculations and file evidence accordingly for audit purposes.
- 1.5. Agree the closing figures for 2021/2022 AFS to the opening balances in the General Ledger for 2022/2023 financial year i.e. from 01 April 2022.
- 1.6. Agree Trial Balance to the General Ledger and Fixed Asset Register.
- 1.7. Prepare Working Paper File per component for Annual Financial Statements i.e. from 01 April 2022 to 30 March 2023.
- 1.8. Prepare Annual Financial Statements as at 31 March 2023.
- 1.9. Provide support during the audit by Auditor-General (AG).

**2. SKILLS TRANSFER**

Ensure that a transfer of skill is done because the work will be performed jointly with Finance team of North West Parks Board. **N.B. Clear programme of skill transfer must be attached.**

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### 3. EVALUATION CRITERIA ON FUNCTIONALITY

3.1. Proposal or quotation will be evaluated on functionality, which has been allocated a total of **100** points.

3.2. Bidders must score at least **80** points out of **100** points on functionality to be considered to second phase. Bidders who scored less than **80** points will be disqualified and will not be considered for the second phase.

NO.	EVALUATION CRITERIA	WEIGHTING
1.	Methodology 1.1. Preparation of Interim Annual Financial Statements for 2022/2023 financial year	30
2.	Clean Audit Opinion in Public Sector	20
3.	Staff to be involved in the project	10
4.	Experience of the key staff e.g. Project Leader	20
5.	Company's experience with respect to specific aspects of the project in the Public Sector	15
6.	Skills Transfer	5
7.	<b>TOTAL MAXIMUM POSSIBLE POINTS FOR FUNCTIONALITY</b>	<b>100</b>
8.	<b>QUALIFICATION THRESHOLD</b>	<b>80</b>

#### 3.2.1. METHODOLOGY (30 POINTS)

- Attached written documented methodology on how project(s) will be executed **(i.e. written documented, clear and detailed: 30 points)**.
- Attached written documented methodology on how project(s) will be executed **(i.e. written documented, clear and but not detailed: 15 points)**.
- Attached written documented methodology on how project(s) will be executed **(i.e. written documented, but not clear and not detailed: 5 points)**.
- No attached written methodology: **0 points**.

#### 3.2.2. CLEAN AUDIT IN PUBLIC SECTOR (20 POINTS)

- Evident proof that the bidder has assisted any Public institution(s) on above project(s) or similar project(s) **(i.e. such assistance resulted in an improvement audit opinion to a Clean Audit i.e. unqualified audit opinion without other matters: 20 points)**.
- Evident proof that the bidder has assisted any Public institution(s) on above project(s) or similar project(s) **(i.e. such assistance resulted in an improvement audit opinion to an unqualified audit opinion with other matters: 10 points)**.

- Evident proof that the bidder has assisted any Public institution(s) on above project(s) or similar project(s) **(i.e. such assistance resulted in an improvement audit opinion to qualified audit opinion: 5 points).**
- No evident proof that the bidder has assisted any Public institution(s) of which such resulted in an improved audit opinion or the bidder assisted any public institution(s) on the above project(s) or similar project(s) but there was no improvement on audit opinion: **0 points.**

### **3.2.3. STAFF TO BE INVOLVED IN THE PROJECT(S) (10 POINTS)**

- Staff CVs attached, with qualifications but without proof of finance related professional registration attached: **5 points**
- Staff Cvs attached, with qualifications and proof of finance related professional registration attached : **10 points**
- No CVs and Qualifications for staff attached: **0 points.**

### **3.2.4. EXPERIENCE OF THE PROJECT LEADER (20 POINTS)**

- With more than 5 years' experience in review and preparation of Annual Financial Statements in the Public Sector using Case Ware: **20 points**
- With less than 5 years' experience but more than 3 years' experience in preparation and review of Annual Financial Statements using Case Ware: **10 points**
- With less than 3 years' experience in preparation and review of Annual Financial Statements using Case Ware: **5 points**
- No experience in the review and preparation of Annual Financial Statement : **0 points**

### **3.2.5. COMPANY'S EXPERIENCE WITH RESPECT TO SPECIFIC ITEMS IN RESPECT OF THE PROJECT(S) IN THE PUBLIC SECTOR (15 POINTS)**

- No years of experience : **0 points**
- 1 – 5 years : **5 points**
- 5 – 10 years : **10 points**
- > 10 years : **15 points**

**3.2.6. SKILLS TRANSFER**

- Documented and clear skills transfer to Finance Staff of North West Parks Board (NWPB): **5 POINTS**
- Documented but not clear skills transfer to Finance staff of North West Parks Board (NWPB): **1 POINT**
- No documented skills transfer to Finance staff of North West Parks Board (NWPB)

3.3. Only bidders that have achieved the minimum qualifying points of **80 out of 100** for functionality will be evaluated further in accordance with 80/20 Preference Point System as indicated below.

**N.B.** None compliance with SCM Policies and Regulations e.g. CSD, Tax Compliance, BBBEE Compliance, Service of the State etc. will result in a disqualification.

**4. PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE**

List main work experience of a similar nature to this bid successfully executed and completed (or on-going) in the last five years:

No.	Institution / Client / Employer	Project Description	Date Started	Date Completed (indicate projected completion if on-going)	Project value in Rands	Name and contact details of contact person / reference at institution	Attach Copies of Appointment Letters for verification
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Representatives of the #NWPB# are hereby authorized to contact the above contact persons / references of various institutions to verify the correctness of the information as supplied if found necessary.

..... <b>Signature</b>	..... <b>Date</b>
..... <b>Position</b>	..... <b>Name of the Bidder</b>