





Housing Company Tshwane 
Townlands Social Housing, 374 Cowie Street
Marabastad Pretoria, 0001
+27 (0) 12 358-4469 
Reg. no. 2001/029821/08 | VAT No. 4090249030

QUOTE DOCUMENT
SUPPLY CHAIN MANAGEMENT UNIT

DESCRIPTION: PREPARATION OF ANNUAL FINANCIAL STATEMENTS

QUOTE NO: HCT-SCMUQ 24/2024/25

NAME OF COMPANY:

AMOUNT R **VAT incl.**

AMOUNT IN WORDS:

.....**RAND**

CLOSING DATE: 03 JULY 2025 @ 12H00

ADVERT
PART A: MBD1

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: SUPPLY CHAIN MANAGEMENT DEPARTMENT

QUOTE DESCRIPTION: PREPARATION OF ANNUAL FINANCIAL STATEMENTS

QUOTE NO: HCT-SCMUQ 24/2024/25

Quotations are hereby invited from interested service providers for preparation of annual financial statements. Documents are obtainable from Housing Company website hct.tshwane.gov.za free of charge.

Interested bidders must attach proof of the following documents which may lead to disqualification:

- CSD report (not older than 3 months).
- Original certified copies of ID's for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK or (not older than 3 months) not owing for more than 3 months.
- Copy of Lease Agreement with 1 Month proof of payment only for both director & company.
- Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both directors and company not older than 3 months.
- Originally signed letter from Councillor for bidders/company residing in informal settlements accompanied by original sworn affidavit.
- Valid tax pin or tax clearance.
- Proof of similar work experience (Purchase Orders / Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Housing Company Tshwane box, Housing Company Tshwane, Townlands Social Housing, 374 Cowie Street Marabastad, Pretoria 001, Marked as Quote No: **HCT-SCMUQ 24/2024/ preparation of annual financial statements**.

The document will be available on Housing Company Tshwane's website -hct.tshwane.gov.za free of charge from the date of advert.

Closing date: 03 July 2025 @ 12h00 at Housing Company Tshwane, Townlands Social Housing, 374 Cowie Street Marabastad, Pretoria 001

The quote will be evaluated on 80/20 points scoring system and returnable documents.

Target Goals:

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 for black owned companies**
 - 15 Points - black owned
 - 5 points - Locality within Tshwane



The Bidder shall take note of the following Quote conditions:

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

Technical enquiries should be directed to Ms. L Makibinyane 073 375 7545 / Mr. K Moabelo 071 433 2069

Administrative enquiries must be directed to Mr. L. Mashao 065 968 7954.



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**PART B.1
FORM OF OFFER**

Quote for contract number: HCT-SCMUQ 24/2024/25

I/We, the undersigned:

Quote for an amount % (vat inclusive) and.

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed atthis Day of20.....

Signature

Name of Firm: _____

Address: _____, _____, _____

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am/are authorized to enter this contract on behalf of:

By virtue of _____

Dated _____ a certified copy of which is attached to this quote.

Signature of authorized person: _____



Name of Firm: _____

Postal Address: _____

Please Note: The prices at which quote is prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

Failure to sign the form of offer and initialing each page of the document will result in disqualification of the bidder.



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Part B. 2

Quote Information

Details of person responsible for the quote process

Name: _____

Contact number: _____

Address of office submitting quote: _____

Telephone: _____

Fax no: _____

E-mail address: _____

Authority for signatory

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on ____/____/20____

Mr/ Mrs. _____

Has been duly authorized to sign all documents in connection with the quote for

Contract _____ **No** _____

And any contract, which may arise there from on behalf of

Signed on behalf of the company: _____

In his capacity as: _____ **Date:** ____/____/____

Signature of signatory

1. PURPOSE

The purpose of this request for quotation (RFQ) is to invite suitable qualified bidders to submit quotations for preparation of annual financial statements at year end (June 2024/25).

2. BACKGROUND

Housing Company Tshwane hereby invites tenders from suitably experienced service providers for the preparation of the Annual Financial Statements (AFS) for a period of two months to build institutional knowledge/capacity, the personnel of the entity alone might not be adequate to address certain accounting standards as per Generally Recognized Accounting Practice (GRAP), therefore the complement of external capacity by the consultant / contractor will assist the entity in achieving its mandate.

3. SCOPE OF WORK

3.1 Expected Deliverables / Outcomes

- Review general ledger, Trial Balance to the Annual Financial Statements and accumulated surplus;
- Review of the Revaluation Reports from the Property Valuers to ensure compliance with GRAP;
- Advise management if there are deficiencies identified on the Valuation report;
- Review the PPE (Property Plant and Equipment) calculations in the assets register to ensure compliance with GRAP;
- Assist management with the preparation of Fixed Assets Register which is GRAP compliant;
- Advise management on the corrections that needs to be made or additional work to be carried out on the fixed assets register;
- Review the PPE standard operation procedure and advise management if there are gaps identified;
- Review the impairment and useful life of assets assessment conducted by management and advise if gaps identified;
- Review the audit file compiled by the management and advise if gaps are identified;
- Review management calculations on reportable segments and whether they are appropriately identified as separate segments;
- Review going concern disclosure note with supporting (POE) portfolio of evidence and advise if gaps identified;
- Review the management calculation on the prior period error disclosure note and advise if there are gaps identified;
- Review prior period error reconciliations;
- Compile completed Annual Financial Statements on Case Ware working papers;
- Compile GRAP checklist after AFS preparation;
- Prepare a program to transfer skills to Finance staff on the items specifically listed above;
- The service provider will be based on the entity's offices for the duration of the project.
- Review compiled set of Annual Financial Statements to ensure compliance with GRAP

4. MANDATORY REQUIREMENTS

- Extensive knowledge in Property Valuation
- Extensive knowledge in compilation of Fixed Asset Register
- Extensive knowledge of Generally Recognized Accounting Practices
- Use of CaseWare for Annual Financial Statements preparation
- Experience in knowledge/skill transfer (training)

PRICING SCHEDULE					
Number	Item Description	Number of allocated staff	Allocated Hours	Rate per hour	Total amount
4.1	Review general ledger, Trial Balance to the Annual Financial Statements and accumulated surplus;				
4.2	Review the Revaluation Reports from the Property Valuers to ensure compliance with GRAP;				
4.3	Advise management if there are deficiencies identified on the Valuation report				
4.4	Review the PPE (Property Plant and Equipment) calculations in the assets register to ensure compliance with GRAP				
4.5	Assist management with the preparation of Fixed Assets Register which is GRAP compliant				
4.6	Advise management on the corrections that needs to be made or additional work to be carried out on the fixed assets register				
4.7	Review the PPE standard operation procedure and advice management if there are gaps identified				
4.8	Review the impairment and useful life of assets assessment conducted by management and advice if gaps identified				
4.9	Review the audit file compiled by the management and advice if gaps are identified				

4.10	Review management calculations on reportable segments and whether they are appropriately identified as separate segments				
4.11	Review going concern disclosure note with supporting (POE) portfolio of evidence and advise if gaps identified				
4.12	Review the management calculation on the prior period error disclosure note and advise if there are gaps identified				
4.13	Review prior period error reconciliations				
4.14	Compile completed Annual Financial Statements on Case Ware working papers				
4.15	Compile GRAP checklist after AFS preparation				
4.16	Prepare a program to transfer skills to Finance staff on the items specifically listed above and conduct workshop				
4.17	The service provider will be based on the entity's offices for the duration of the project				
4.18	Review compiled set of Annual Financial Statements to ensure compliance with GRAP				
SUB TOTAL					R
VAT @15%					R
GRAND TOTAL					R

EVALUATION CRITERIA

Criteria	Weighting
<p>Detailed methodology & implementation plan (20 points) Provide a detailed methodology clearly describing the approach to be followed in relation to the scope of work</p> <ul style="list-style-type: none"> • Detailed methodology = 20 • Average methodology = 10 • Poor methodology = 5 	20
<p>Project implementation plan with timeframes for each activity and milestone</p> <p>Project plan to address the deliverables as per the scope of work = 10 Project plan not in line with deliverables = 0</p>	10
<p>Skills Transfer plan to municipal entity in relation to the scope of work = 10</p> <p>No capacity for skill transfer to municipal entity in relation to the scope of work = 0</p>	10
<p>Company experience/Track record (25 points) The Service Provider will need to provide details of previous experience and expertise of providing services in relation to preparing fixed asset registers, compilation of financial statements and the scope of work.</p> <ul style="list-style-type: none"> • 5 contactable appointment letters = 25 • 4 contactable appointment letters = 20 • 3 contactable appointment letters = 15 • 2 contactable appointment letters = 10 • 1 contactable appointment letters = 5 	25

<p>Technical capability to deliver and Qualification (35 points)</p> <p>The Service Provider must provide an organogram including detailed Curriculum Vitae (CV) documents of the key staff that will be assigned to this project with defined roles and responsibilities of each staff member. The CVs must include certified tertiary qualifications and details of experience.</p> <p>The proposed project team must consist of the following:</p> <p>Team Leader/Project Manager</p> <p>Team leader's years of experience in GRAP asset accounting, compilation/review of fixed assets register, preparing/review AFS and the scope of work. Provide evidence by way of detailed CVs outlining the achieved experience and Certified Qualification.</p> <ul style="list-style-type: none"> • More than 9 years of experience, Degree & Registered CA(SA) = 15 • 7 to 8 years' experience, Degree & Registered CA(SA) = 12 • 5 to 6 years' experience, Degree & Registered CA(SA) = 9 • 3 to 4 years' experience Degree & Registered CA(SA) = 6 • 1 to 2 years' experience Degree & Registered CA(SA) = 3 <p>Supervisor</p> <p>Supervisor's individual experience in GRAP asset accounting, compilation/review of fixed assets register, preparing/review AFS and the scope of work. Provide evidence by way of detailed CVs outlining the achieved experience and Certified Qualification.</p> <ul style="list-style-type: none"> • More than 9 years of experience, Degree & registration with a professional body = 10 • 7 to 8 years' experience, Degree & registration with a professional body = 8 • 5 to 6 years' experience, Degree & registration with a professional body = 6 • 3 to 4 years' experience, Degree & registration with a professional body = 4 • 1 to 2 years' experience Degree & registration with a professional body = 2 <p>Support team</p> <p>Teams' individual experience in GRAP asset accounting and compilation/review of fixed assets register, preparing/review AFS and the scope of work. Provide evidence by way of detailed CVs outlining the achieved experience and Certified Qualification.</p> <ul style="list-style-type: none"> • More than 5 years of experience, Degree/Diploma & registration with a professional body = 10 • 3 to 4 years' experience, Degree/Diploma & registration with a professional body = 8 • 1 to 2 years' experience, Degree/Diploma & registration with a professional body = 6 	<p>35</p>
<p>Total</p>	<p>100</p>



PART D

MBD 4

DECLARATION OF INTEREST

1. No quote will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Quote .

- 3.1 Full Name:
- 3.2 Identity Number:
- 3.3 Company Registration Number:
- 3.4 Tax Reference Number:
- 3.5 VAT Registration Number:
- 3.6 Are you presently in the service of the state* **YES / NO**
 - 3.6.1 If so, furnish particulars.....
- 3.7 Have you been in the service of the state for the past twelve months? **YES / NO**
 - 3.7.1 If so, furnish particulars.
- 3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this Quote?
YES / NO
 - 3.8.1 If so, furnish particulars.....
- 3.9 Have you been in the State service for the past twelve months?
YES / NO
 - 3.9.1 If yes, furnish particulars.....

MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.10. Are you, aware of any relationship (family, friend, other) between a Quote der and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.10.1. If so, furnish particulars.....

3.11. Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? YES / NO



3.11.1 If so, furnish particulars.....

3.12 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.12.1 If so, furnish particulars.....



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4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

 Signature

 Date

 Capacity

 Name of Bidder(s)

PART E

MBD 6.1

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

This preference form must form part of all the tenders 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 tender:

- 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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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 tenders 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 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. 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of highest 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = 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) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Companies	15		
Locality within Tshwane	5		

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.



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.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

CERTIFICATION

I, the undersigned

(name).....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Designation

.....
Name of Bidder