

**Bid Specifications
Or
Scope of Work
or
Terms of Reference,
Evaluation Criteria
.
And
Price page/schedule**

26. TERMS OF REFERENCE/SCOPE OF WORK

1. Background

uMngeni-uThukela Water annually prepares Financial Statements in line with IFRS and JSE requirements and other Acts. To ensure compliance, UUW engages a technical reviewer independently review the prepared AFS or IFS before they are given to Auditors for external audit. The purpose of this tender is to then appoint a service provider to assist with required review of the financial statements for the 3 year period. The review are time based only when the set of financial statements are prepared at mid-year (31 December) and at year-end (30 June).

2. Description of goods/ services required.

We require the technical reviewers to propose the corrections/amendments to the financial statement presentation and disclosures in line with IFRS and PFMA.

Propose any consolidation amendments/journals on CaseWare and AFS/IFS.

Propose corrections/amendments to the disclosures relating to the External Audit Management Report findings on the AFS and Audit Improvement Plan.

Propose any enhancements to the draft consolidated AFS/IFS based on IFRS best practices and benchmarks.

Propose any amendments in the CaseWare file for consolidated AFS.

We are seeking excellent technical skills in IFRS; Have sufficient skilled staff resources including qualified Chartered Accountant (CA(SA)) to allow for response within the timelines requested; Experience in IFRS and PFMA; Experience in CaseWare and consolidations;

3. Deliverables/Key Outcomes.

Description	Indicative date for delivery
A Detailed Technical Review Report , including findings, risk assessment, and recommendations for correction or enhancement.	20 August each year for AFS review; 28 February each year for IFS review
A Disclosure Checklist mapped to IFRS requirements.	15 August each year for AFS review]
Assistance during the external audit phase , including responses to audit queries.	1 September – 31 October each year]
Regular progress reports and briefings to Management.	As and when required. Throughout the review process and audit process,

4. Contract term

The anticipated Contract term are three (3) years and options to extend.

5. Other information

- a) We estimate the quantity to be delivered is [provide details about quantity].
- b) We require the [goods / services] to be delivered at [insert location for delivery].
- c) Payment will be [on successful delivery of milestones / at the end of the Contract / monthly on invoice].
- d) New Intellectual Property arising as a result of the Contract will be the property of [insert the IP position – make sure whatever is stated here is reflected in your Proposed Contract]

6. Mandatory documentation

- a) All required documents as per functionality and Preference Goals requirements E.g. SAICA Certificate/SAICA number for the key personnel
- b) SBD 4 document must be completed

7. Other documents (In addition to this Bid document, the documents listed below form part of this Bid:

- a) All returnable documents as indicated in the tender document

8. Special conditions

- a) The service providers may be required to attend and provide technical reviews/advises during the review and audit for any items that are for high complex/technical in nature.

9. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidder's price must be fully inclusive, and each item must be clearly specified.
- c) All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.)
- d) All prices must be VAT inclusive.
- e) The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.