



The South African Institute of Chartered Accountants

**Request for Proposal:  
History of the Chartered Accountancy profession in  
South Africa**

## INTRODUCTION

### The South African Institute of Chartered Accountants

The South African Institute of Chartered Accountants (SAICA) is a non-profit association that provides a wide range of services to its more than 38 000 members and trainees. Over 6 000 of its members are located in countries other than South Africa. In terms of the Chartered Accountants Designation Act, only members of SAICA have the right to use the CA (SA) designation.

SAICA is led by a Board comprising representatives of various member groupings. The organisation has a full-time secretariat comprising over 150 people and headed up by the Executive President, Ignatius Sehoole. Its head office is located at Bruma Lake in Johannesburg and it has regional offices in Cape Town, Durban and Bloemfontein.

SAICA has many stakeholders. First and foremost, it serves its members; however, it also has commitments to other stakeholders, including government and the community. SAICA is a key supplier of financial skills to the South African market. Currently it has over 10 000 trainees serving training contracts at more than 900 audit firms and companies, who are accredited for this purpose. It also has several thousand students studying at accredited universities around the country.

With the discovery of gold on the Witwatersrand in the 1880s, business began to flourish in the then Transvaal Republic. It was not long before the first accountancy body was formed in Johannesburg. This body was the forerunner of SAICA. The accountancy profession in South Africa has played a huge part in developing the South African economy and many of the icons of South Africa in the business community have been Chartered Accountants. The profession began as provincial societies in the four provinces of the Union and it was not until 1980 that SAICA was formed. Since then it has grown into a major business force in its own right. SAICA has played a major role in the global profession providing many office holders of the various international bodies and committees. Indeed, the Chairman of the International Accounting Standards Board, Sir David Tweedie, recently described SAICA as a body that 'punched well above its weight' in the international community.

One of the key challenges facing the profession was to transform its 'white male image' into one better representing the population demographics of the country. Over the past 20 years SAICA has worked tirelessly at this task and can now boast a much more representative membership, but it still has a long way to go.

For more information about SAICA consult the SAICA website at <http://www.saica.co.za>.

### Overview of the requirement

The chartered accountancy profession has a long and rich history intertwined with the history of the country. There are many successes to boast of, but there have also been failures. No one has ever comprehensively documented this history. Many of the icons of the profession are still alive and their stories are yet to be recorded. The Board of SAICA would now like to have the history of the chartered accountancy profession written by a professional historian, who will be able to stand back from the issues and objectively present the true historical picture of the chartered accountancy profession and the role it, and the members, have played in the development of this country. In this regard it is important that the history is presented in a fair and balanced manner that will evoke pride in the members and be an inspiration to future generations. The Board would like this book to be presented in a format and style befitting the image of the profession.

Parts of the history of the accountancy profession have been documented in the past. In particular, some of the large accounting firms have published firm histories. No one has ever attempted to write the full history of the profession. SAICA head office and the regional offices have some material of historical significance, but much of it has been lost. SAICA will provide the author with material it has available both at national and regional levels. However, much of the material is likely to be in the hands of individual members and firms. SAICA will assist the author to identify appropriate candidates for interview and, where necessary, to facilitate interviews.

## RFP PROCESS

The tender process will be undertaken as follows:

- Service providers are requested to submit a formal proposal.
- A project team appointed by SAICA will review the proposals against a set of pre-defined criteria and rate the proposals on their ability to satisfy the requirements.
- A shortlist of preferred service providers will be chosen based upon compliance with the formal criteria. These service providers may be required to do a 30 minute presentation to the project team and answer questions on their proposals.
- Thereafter SAICA will select one service provider. SAICA and the successful service provider will then negotiate and agree a final contract for delivery of the book.

Whilst SAICA is issuing this RFP in good faith, it reserves the right to cancel or delay the selection process at any time without providing reasons therefor. It also reserves the right not to select any of the respondents to this RFP.

### Proposals

Formal proposals should be sent to the following address:

Head: Office of the Executive President  
The South African Institute of Chartered Accountants  
Integritas, 7 Zulberg Close  
Bruma Lake  
2198

The service provider must submit six (6) paper copies and one (1) electronic copy of the proposal. Documents submitted by service providers will not be returned. E-mail or fax responses are **NOT** acceptable.

Proposals should reach SAICA by 12h00 on **MONDAY, 23 FEBRUARY 2009.**

No extensions for submission of the proposal will be granted. **Late submissions, no matter what the cause, will be automatically disqualified.**

Questions for clarification of issues will be considered by SAICA up to the close of business on Friday 23 February 2009, and must be directed in writing to the Head: Office of the Executive President (Graham Terry) [grahamt@saica.co.za](mailto:grahamt@saica.co.za), the Senior Executive: Marketing (Willi Coates) [willic@saica.co.za](mailto:willic@saica.co.za) or the Research Co-ordinator (Beki Nkala) [bekin@saica.co.za](mailto:bekin@saica.co.za). Questions and answers that SAICA deems appropriate will be posted on the SAICA website by SAICA and will therefore be in the public domain.

Any attempt to gain information on the RFP content and process in a manner deemed to be unfair or disadvantageous to other respondents, or any attempt to influence the outcome of the response evaluation, will result in immediate disqualification from the RFP process.

All costs associated with any aspect of developing a response to this RFP, including but not limited to collection and delivery, are for the respondent's account.

## SCOPE

### The key requirements:

- **The book should give a history of accounting and auditing practices used in South Africa from the earliest days, including an overview of accounting practices used by the Dutch and British settlers.**
- **The main content should cover the period from the late 19<sup>th</sup> century when the first accountancy body was formed up until the date of publication.**
- **The history should focus primarily on the chartered accountancy profession, however to the extent necessary and relevant, it would also have to cover the roles of the regulatory body i.e. the Public Accountants' and Auditors' Board (PAAB) which evolved into the Independent**

Regulatory Board for Auditors (IRBA). In addition, where relevant, it should briefly cover the roles of other accountancy bodies operating in South Africa, such as the South African Institute of Professional Accountants (SAIPA), the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA). Clearly the history would not be complete unless it is set against the backdrop of the South African political, economic and social landscape.

- The book should be presented in a style that is interesting and easy to read. It should not only be written for accountants, but should also appeal to the layman who has an interest in business issues and people.
- It should include extracts of interviews with members and others, and it should contain anecdotes and interesting pieces of information so that it is a history of the people who have made the profession and not just chronology of the structures.
- SAICA is a membership body and therefore it should tell the members' stories and highlight the characters and their achievements. It should also, as far as possible, include the experiences of the various chairmen, presidents and CEO's and their roles in helping to develop the profession locally and globally.
- Where appropriate it should contain pictures, graphs and diagrams.
- It is important that the different views are presented in a balanced and fair manner since different people will have experienced the same events in different ways.
- Copyright will vest with SAICA.

## REQUIREMENTS

The proposal should include the following information:

1. A description of how the project will be conducted and what the final deliverables will be.
2. The format and style of the book.
3. How information will be gathered, analysed and prioritised.
4. Details of the author together with a curriculum vitae and a record of similar and relevant publications.
5. Details of other people involved in the project together with information about their experience in dealing with similar projects.
6. A financial proposal including details of:
  - Costs and revenues
  - How the project will be funded
  - Estimated selling price of the book
  - How profits would be shared.
7. A timeline for the completion of the book outlining the principal stages and deliverables.
8. A distribution and marketing plan and how SAICA would be involved.
9. A description of the assistance that SAICA would need to provide to the author.
10. Principal terms and conditions that the publisher would wish to put in the contract.

## ASSESSMENT OF PROPOSALS

The proposals will be evaluated by a project team appointed by SAICA. This team may include external experts.

Unsuccessful respondents will be notified by e-mail and SAICA reserves the right to re-select prospective publishers should negotiations with any publisher originally selected prove unsatisfactory or non-productive. A contract with the successful publisher will only be deemed to be concluded when reduced to writing in a formal contract signed by the designated responsible persons of both parties.

Revenue received by SAICA is an important component of the evaluation, however, it will not be the most important aspect. The proposal will be judged in terms of all the criteria listed in the next section and the perceived value that SAICA and its members will derive from the project.

Proposals will be evaluated on the following criteria:

1. **Demonstrated understanding of what SAICA wishes to achieve with this project (weighting 15%)**
2. **Quality of proposal (weighting 20%)**
3. **Composition and quality of the team to carry out the project including the credentials (experience of presenting historic facts) of the author (weighting 35%)**
4. **Broad Based Black Economic Empowerment (BEE) (weighting 10%).**  
SAICA is a signatory to the BEE Charter for the accountancy profession. It also has a procurement policy which is set out on the SAICA website ([www.saica.co.za](http://www.saica.co.za)). Compliance with BEE principles as evidenced in a BEE rating will be taken into account by the project team.
5. **Revenue realisation by SAICA (weighting 15%)**
6. **Timeline (weighting 5%)**

## PROPOSAL DOCUMENT

The proposal should indicate how issues highlighted in this document would be dealt with. **The information listed below must be provided in the format as set out in the attached Response Sheet.**

### 1. Publishing organisation information

Provide the following information to enable the project team to be able to assess the service provider's ability and experience to deal with the project:

- Vision, mission and objectives
- Size, location
- Publishing history and particularly experience of publishing similar books in South Africa
- Number of years in operation in South Africa.

### 2. Statutory and general

The following information must be supplied with the submission:

- Valid SARS tax clearance certificates
- Copy of company incorporation certificate(s)
- Vat registration certificates (Vat 103)
- BEE Rating
- A list of projects of a similar nature to this project conducted in Southern Africa, including where appropriate, reference contact details
- Declaration of any past, present or planned involvement with SAICA.

### **3. Proposed team**

List the names of the persons who will be involved in the project, including the author, indicating each person's experience and qualifications, and in respect of the author, a list of relevant publications.

### **4. Timetable, timelines and milestones**

The proposal should outline the timetable, timelines and milestones for the project as well as deliverables for each stage.

### **5. Value added services**

Provide information on any additional value added services for consideration by SAICA, which will form part of the overall proposed project. Whilst SAICA does not have anything in mind, potential service providers may see additional opportunities above and beyond the writing of a book that would be of interest and benefit to the members and to SAICA. Please note that should these items involve additional costs or revenues, the additional amounts should be included in the budget.

### **6. Financial proposal**

The financial proposal for the project should set out:

- all expected costs including author's fees, travel expenses, printing and publishing costs, distribution and marketing costs and any other costs;
- all expected revenues;
- details of how the project should be funded;
- revenues that would accrue to SAICA;
- all assumptions made;
- costs and revenues relating to any additional value added services.

The financial proposal should also deal with costs and revenues of any reprints and how these would be handled.

SAICA assumes that the supplied financial proposal is complete and covers all costs and revenues associated with this project.

### **7. Terms and conditions**

The proposal should set out any terms and conditions that the publisher would want to add into the contract should the proposal be accepted.



The South African Institute of Chartered Accountants

## **RESPONSE SHEET**

### **Request for Proposal**

# **History of the Chartered Accountancy Profession in South Africa**

## RESPONSE SHEET

The response sheet must be completed in full by the prospective Service Provider.

This response sheet is divided into the following areas:

1. ORGANISATION INFORMATION
2. STATUTORY AND GENERAL
3. PROPOSED TEAM
4. DESCRIPTION OF HOW THE PROJECT WILL BE CONDUCTED AND WHAT THE DELIVERABLES WILL BE
5. MAIN TASKS, MILESTONES AND TIMELINES
6. VALUE ADDED SERVICES
7. MARKETING PLAN
8. TERMS AND CONDITIONS
9. FINANCIAL PROPOSAL

## 1. ORGANISATION INFORMATION

Please provide the following information on your organisation:

### 1.1 Vision, mission and objectives


### 1.2 Size, location


### 1.3 Publishing history and particularly experience of publishing similar books or handling similar projects in South Africa


### 1.4 Number of years in operation in South Africa


## 2. STATUTORY AND GENERAL INFORMATION

The following information must be attached to this Appendix. Please complete the checklist below to confirm:

	Item	Attached? (Y/N)
2.1	Valid SARS tax clearance certificate	
2.2	Copy of company incorporation certificate(s)	
2.3	Vat registration certificates (Vat 103)	
2.4	BEE Rating	
2.5	A reference list of engagements of a similar nature to this project in Southern Africa, including contact details where relevant	
2.6	Declaration of any past, present or planned involvement with SAICA.	





**8. TERMS AND CONDITIONS**

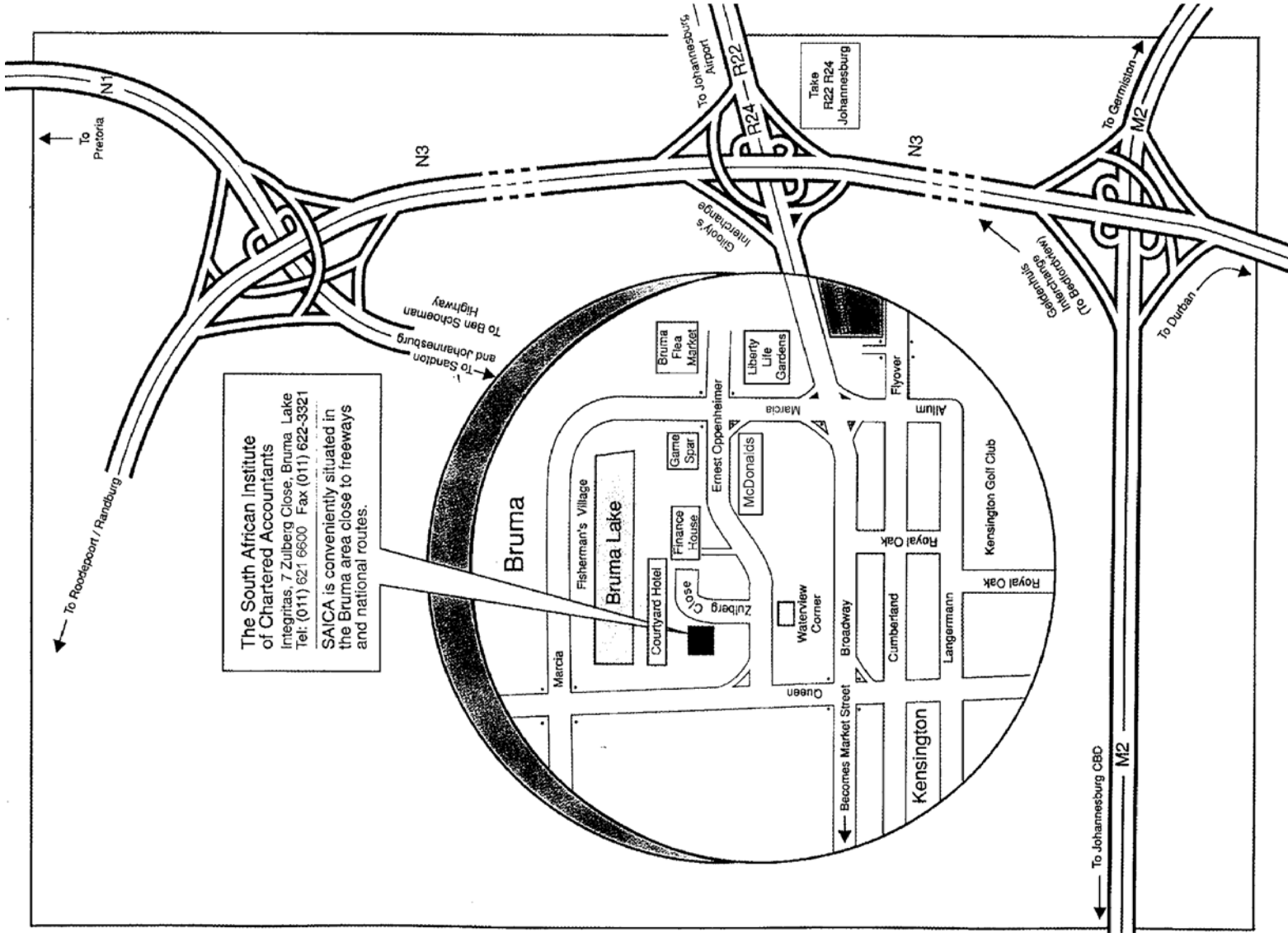
Please describe any terms and conditions that the Service Provider would want to add into the contract should the proposal be accepted.

RESPONSE

**9. FINANCIAL PROPOSAL**

The financial proposal for the project should set out all the costs and revenues for the planning, writing and distribution of the book. It should also contain a proposal on how the costs will be funded and how profits would be shared. All assumptions should be stated. If the proposal includes any additional value adding services, these costs and revenues should be shown separately.

MAP OF BRUMA SHOWING SAICA'S OFFICES



The South African Institute of Chartered Accountants  
 Integrity, 7 Zuilberg Close, Bruma Lake  
 Tel: (011) 621 6600 Fax (011) 622-3321  
 SAICA is conveniently situated in the Bruma area close to freeways and national routes.