

**RFQ NAME: PRESENTER FOR SAICA'S 2019 AND 2020 IFRS  
UPDATE AND THE FINANCIAL REPORTING UPDATE FOR  
EXECUTIVES SEMINARS**

**RFQ REF: SAICA072018**

**CLOSING DATE: 31 JULY 2018**

**CLOSING TIME: 12:00**



## CONDITIONS FOR COMPLETING BID DOCUMENTS

If any of the following bid forms are not completed and signed or not handed in with your bid proposal and accompanying supporting documents on closing date and time, your proposal will be immediately disqualified.

Document	Comments	Submitted? (Yes / No)
Invitation to bid	Make sure it is signed	
Tax Clearance Certificate	Certificate must be <b>original and valid</b>	
Vat Registration Certificate	If applicable	
Total bid price	Must be filled in and signed. <b>Failure to sign will invalidate your bid.</b>	
Pricing schedule	Filled in or refer to an Annexure or addendum where price is mentioned	
Declaration of interest	Must be signed. <b>Failure to sign will invalidate your bid.</b>	
Certificate of Independent Determination	Must be signed. <b>Failure to sign will invalidate your bid.</b>	
Certified copies of Company/ Close Corporation Registration Documentation	[If applicable] 1. certificate of registration, 2. change of name certificate (if applicable) 3. register of directors / members, and 4. most current registered business address	
BBBEE Certificate & BBBEE Statement	Valid copies must be submitted	
Certified copies of identity documents	For all current shareholders / members / individuals?	
CVs	Presenters	
Company Resolution authorising the authorised representative to conclude the Agreement on behalf of the company	[Applicable to registered companies] Must be signed. <b>Failure to sign will invalidate your bid.</b>	
List of key staff members :	These include: <ul style="list-style-type: none"> <li>• Account Executive;</li> <li>• Service Manager; and</li> <li>• Accounts Department.</li> </ul>	

**Bid Documents must be completed with ink (blue or black) and not typed**

Please note: **No tippex is allowed.** All changes must be scratched out and a signature next to each change



**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS t/a SAICA

**BID NAME: Presenter for SAICA’s 2019 and 2020 IFRS Update and the Financial Reporting Update for Executives Seminars**

**BID NUMBER: SAICA072018**

**CLOSING DATE: 31 July 2018**

**CLOSING TIME: 12:00**

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

**Address: 17 Fricker Road, Illovo**

The bid box is available during office hours from 08:00 -16:30, Monday to Friday.

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, faxed or emailed, it will NOT be accepted for consideration.**

ALTERNATIVELY, BID DOCUMENTS MAY BE EMAILED TO [mulalas@saica.co.za](mailto:mulalas@saica.co.za) and cc [bongekan@saica.co.za](mailto:bongekan@saica.co.za).

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract which will be furnished ONLY to the winning bidder.

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CELLPHONE NUMBER ..... FACSIMILE .....

TELEPHONE NUMBER .....

VAT REGISTRATION NUMBER .....

SIGNATURE OF BIDDER ..... DATE: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

**TOTAL BID PRICE INCLUDING VAT .....**



## 2. DEFINITIONS

- 2.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 **Chief Executive Officer [“CEO”]** means the CEO of SAICA or her/his duly appointed representative as appointed by the Board;
- 2.6 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“Consortium (or joint venture)”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state and shall include any schedule, drawings, patterns, samples attached any agreement entered into and all other Schedule hereto;
- 2.9 **“Contractor(s)”** means a Bidder whose bid has been accepted by SAICA;
- 2.10 **“Cost of materials”** means the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 2.11 **“EME”** means any enterprise with annual total revenue of R5 million or less.
- 2.12 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the



rendering costs of any service, for the execution of the contract;

- 2.13 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.14 **“Joint Venture” or Consortium** see 2.7
- 2.15 **“Letter of Appointment”** means the written communication by SAICA to the Contractor recording the acceptance by SAICA of Contractor’s bid subject to the further terms and conditions to be itemized in the contract;
- 2.16 **“Non-firm Prices”** means all prices other than “firm” prices;
- 2.17 **“Person”** includes a juristic person;
- 2.18 **“Purchase Order(s)”** means an official order issued by SAICA for the supply of goods pursuant to a contract or bid;
- 2.19 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.20 **“SAICA”** shall mean **The South African Institute of Chartered Accountants t/a SAICA** and its joint venture companies;
- 2.21 **“Signature date”** and in relation to any contract, means the date of the letter of appointment;
- 2.22 **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.23 **“Tax Clearance Certificate”** means a tax clearance certificate issued by the South African Revenue Services (SARS) confirming that the natural or juristic person is a registered tax payer.
- 2.24 **“Termination date”** in relation to any Contractor means the date of the final delivery certificate;
- 2.25 **“Value Add”** means that portion of the bid price not constituting the cost of materials;
- 2.26 **“Warranties”** means collectively any and all warranties listed and otherwise (if any) given by the Bidder in term of this agreement.



### 3. CONDITIONS OF BIDDING Proprietary Information

3.1 SAICA considers this RFQ and all related information, either written or verbal, which is provided to the respondent, to be proprietary to SAICA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of SAICA.

#### Enquiries

3.2 All communication and attempts to solicit information of any kind relative to this RFQ should be in writing and channeled to: email address [mulalas@saica.co.za](mailto:mulalas@saica.co.za) or [bongekan@saica.co.za](mailto:bongekan@saica.co.za) on or before **24 July 2018 at 15:30**.

3.3 All the documentation submitted in response to this RFQ must be in English.

3.4 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by SAICA in regard to anything arising from the fact that pages are missing or duplicated.

#### Validity Period

3.5 Responses to this RFQ received from suppliers will be valid for a period of 60 days counted from the closing date of the RFQ.

#### Submission of quotes

3.6 Bids shall be submitted in [3] hard copies (1) original copy and one (1) electronic copy (CD or USB), "**BID: SAICA072018**". The sealed envelope must be placed in the Tender box at the RECEPTION AREA of 17 Fricker Road, Illovo, by no later than **12:00 on 31 July 2018**. Alternatively, you can email the bid documents to email address [mulalas@saica.co.za](mailto:mulalas@saica.co.za) and cc [bongekan@saica.co.za](mailto:bongekan@saica.co.za) by no later than **12:00 on 31 July 2018**.

3.7 Amended bids may be sent, together with the original bid, in an envelope marked "**Amendment to bid: SAICA072018**", should be clearly marked to represent the original document and should be placed in the bid box before the closing date and time. Alternatively, amended bids may be emailed, together with the original bid to email address [mulalas@saica.co.za](mailto:mulalas@saica.co.za) and cc [bongekan@saica.co.za](mailto:bongekan@saica.co.za). An amendment bid without original bid documents will not be considered.

3.8 The closing date, name of the bidder and the return address must also be endorsed on the envelope or bid documents. If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the BID BOX.

3.9 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.



- 3.10 Kindly note that SAICA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 3.11 **SAICA reserves that right not to accept the lowest bid price of any RFQ in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to SAICA.**
- 3.12 SAICA also reserves the right to award this bid to a purely empowerment entities or may award this bid on conditions that a joint venture with an empowerment entity is formed. This may be added to the criteria when evaluating the bids.
- 3.13 SAICA also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 3.14 SAICA reserves the right to amongst other things, conduct unscheduled or schedule site visit to satisfy itself, as to the validity of the information provided on this bid documents.

#### **Tax Clearance Certificate Requirements**

- 3.15 It is a condition of bid that the taxes of the successful bidder **must be in order**, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

#### **4. PREFERENCE POINTS CLAIM FORM IN TERMS OF SAICA'S PREFERENTIAL PROCUREMENT**

- 4.1 This preference form must form part of all bids invited. It contains general information and serves as a guide to claim preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.
- 4.2 SAICA's Preferential procurement policy will apply for all bids in accordance with the table below:

<b>BBBEE status of Contributor</b>	<b>No of points</b>
1	10
2	9
3	8
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0



- 4.3 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their **consolidated B-BBEE scorecard** as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B- BBEE Codes of Good Practice.

## 5. SUB-CONTRACTING

- 5.1 A person or entity awarded a contract may not sub-contract more than **25%** of the value of the contract to any other entity that does not have **an equal or higher** B-BBEE status level than the person or entity concerned.
- 5.2 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 5.3 If yes, indicate:
  - (i) what percentage of the contract will be subcontracted? .....%
  - (ii) the name of the sub-contractor?.....
  - (iii) Registration number .....
  - (iv) VAT registration number .....
  - (v) the B-BBEE status level of the sub-contractor? .....
  - (vi) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## 6. SCOPE OF WORK

### IFRS Update seminar – 2019 and 2020

- The objective of the IFRS Update seminar is to enable delegates to gain an awareness of the new IFRSs, IFRIC Interpretations, amendments to IFRSs published since the previous year's IFRS update and any recent developments in the financial reporting arena locally and internationally. Delegates are also afforded the opportunity to understand the key accounting principles, and application thereof, of the IFRSs covered. This half-day seminar is scheduled to take place during October/November and will be hosted in the following venues:
  - Johannesburg
  - Durban
  - Cape Town
  - Pretoria
  - Bloemfontein
  - East London





- Stellenbosch
- Port Elizabeth

#### Financial Reporting Update for Executives seminar – 2019 and 2020

- Financial Reporting Update for Executives seminar is a two-hour session which provides Senior Executives (including CEOs, CFOs and COOs), audit committee members and non-executive directors with an update on the new IFRSs or amendments to IFRSs and other financial reporting developments as well as the business, operational and strategic impact of these new/amended IFRSs and financial reporting developments. This seminar is scheduled to take place during August and will be hosted in Johannesburg only.
- Please note that the bidder will also be responsible for compiling the training material for this seminar. All travel and accommodation costs for the presenter are borne by SAICA.

#### **Disqualification Criteria**

- Incomplete submissions.
- Presenters are not CAs(SA).



## 7. EVALUATION CRITERIA

No.	Selection Criteria	Sub criteria	Sub weight	Weight
				<b>15%</b>
1.	<b>Company Experience in providing IFRS training or providing a similar service.</b>	1-2 =	1	
		3-4 =	2	
		5-6 =	3	
		7-8 =	4	
		> 9	5	
2.	<b>Evidence of company experience in providing IFRS training or providing a similar service</b> (Please provide a minimum of five reputable, contactable reference where similar services were delivered)	1-2 =	1	
		3-4 =	2	
		5-6 =	3	
		7-8 =	4	
		> 9	5	
3.	<b>Experience of qualifying presenters in providing IFRS training or providing a similar service: attach CVs</b>	1-2 =	1	
		2 - 3 =	2	
		3 - 4 =	3	
		4 - 5 =	4	
		> 5 =	5	
4.	<b>Number of qualifying individuals who are expected to be presenting the training (capacity)</b>	1 =	1	
		2 =	2	
		3 =	3	
		4 =	4	
		> 5 =	5	
5.	<b>Presenter qualifications</b>			<b>15%</b>
		Not a CA	Disqualified	
		CA	5	
6.	<b>BBBEE SCORE</b>			<b>20%</b>
		Non compliance	0	
		Level 7 & 8	2	
		Level 5 & 6	3	
		Level 3 & 4	4	
		Level 1 & 2	5	
				<b>100%</b>
<b>Bidders who obtain 75% and more will be evaluated on price</b>				



# ANNEXURES

## A: DECLARATION OF INTEREST BY BIDDER

RFQ Name: \_\_\_\_\_

RFQ ref: \_\_\_\_\_

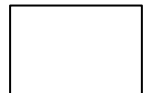
1. Any legal person, including persons employed by SAICA or persons having a kinship with persons employed by SAICA, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal).

In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons employed by SAICA, who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid. It is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority.

2. As a supplier I hereby declare that I, or and parties directly related to me (i.e. relative and friend) have a personal association with an employee at SAICA.

Name of SAICA associate	Relationship

3. As a Service Provider I hereby declare that neither I, nor any parties directly associated to myself (i.e. relative and friend) have a personal association with an employee at SAICA.



Name of representative: .....

Signature: .....

Date: .....

Bidding Company: .....



## **B: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Document must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
3. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
4. SAICA reserves the right to:
  - (a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
5. I, the undersigned, in submitting the accompanying bid as stated below, certify that:
  - 5.1 I have read and I understand the contents of this Certificate;
  - 5.2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
  - 5.3 I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
  - 5.4 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
  - 5.5 For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
    - (a) has been requested to submit a bid in response to this bid invitation;
    - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
  - 5.6 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
  - 5.7 In particular, without limiting the generality of paragraphs 6 above, there has



been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

5.8 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

5.9 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.

5.10 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Bid name: ..... Bid No.: .....

Name of representative: .....

Signature: .....

Bidder: ..... Date: .....