

REQUEST FOR QUOTATION (RFQ)

Date of issue: 30 August 2022
Submission deadline: 06 September 2022
Ref no: RFQZA2022/09

PROVISION OF FINANCE FUNCTIONS

1. INTRODUCTION

This document aims to invite the submission of quotations to provide Finance functions to the .ZA Domain Name Authority (ZADNA/the Authority) from suitably qualified accounting firms/practices. The project's purpose is to manage day-to-day full finance functions for the Authority from an external independent service provider to comply with IFRS, Companies Act, Income Tax act and good corporate governance.

2. DETAILED SCOPE OF WORK

- 2.1. Customer Invoicing
- 2.2. Supplier Invoicing
- 2.3. Transactions allocations
- 2.4. Month-End Journals
- 2.5. Month-End Reconciliations
- 2.6. Supplier Payments
- 2.7. Fixed Asset Management

.ZA Domain Name Authority NPC - Registration no. 2003/021150/08

Directors: Ms P Legoze – Chairperson, Ms A Esterhuysen, Prof D Mashao, Prof K Moodaliyar, Ms M Malapane, Mr N Msibi, Mr R Mbuva Ms S Mzizi, Ms V Motloutsi, Mr M Wesi (CEO)

Company Secretary: Ms S. Ngwenya

- 2.8. Payroll Management
- 2.9. Vat Submissions
- 2.10. EMP 201 Submissions
- 2.11. Management accounts and board pack
- 2.12. Year-end audit preparation

3. DELIVERABLES

- 3.1. The accounting firm will provide management with monthly reports, which will include the following
 - 3.1.1. Management Accounts
 - 3.1.2. Income Statement Analysis
 - 3.1.3. Ratio Analysis
 - 3.1.4. Monthly reconciliations
 - 3.1.5. Monthly Journals
 - 3.1.6. Payment Lists
 - 3.1.7. Departmental performance reports
 - 3.1.8. Any other request will be discussed with the successful candidate

4. REQUIRED DOCUMENTS

- 4.1. CIPC registration documents
- 4.2. Tax Compliance certificate/Pin
- 4.3. BEE Certificate / Affidavit
- 4.4. Detailed Company profile
- 4.5. Professional body affiliation and accreditation
- 4.6. Three contactable references in the same scope of work
- 4.7. Pricing Schedule (Total Cost to complete the service)
- 4.8. Declaration of Interest for Key Management in the organization

5. ANTICIPATED DURATION

- 5.1. The assignment is for four months with no expectation to renew.

6. CONFLICTS OF INTEREST

6.1. The professional service providers must declare any potential conflicts of interest arising from other assignments or a conflicting involvement in other assignments that may impair their independence.

7. CONFIDENTIALITY

7.1. The Consultant agrees to keep confidential all information that they receive, directly or indirectly, from the Authority or any other stakeholder, as well as all copies or analyses that they make or have been made by third parties based on such information (collectively, the Material);

7.2. The Consultant shall use the Material exclusively to prepare deliverables relevant to this assignment. The confidentiality obligations shall not apply to information in the public domain

7.3. The Consultant shall only permit access to the Material to persons within their organizations on a need-to-know basis.

7.4. The Consultant shall explicitly inform such persons of the confidential nature of the Material and, before providing them with it, subject them to the confidentiality obligations contained in this Terms of Reference.

7.5. The Consultant agrees that the Material will remain the property of ZADNA and cannot be used anywhere outside of this project's scope.

8. EVALUATION

8.1. The RFQ will not be evaluated with the preference point evaluation per the ZADNA'S procurement policy.

8.2. Evaluation will be based on the technical knowledge of the external assurance.

9. APPOINTMENT OF A SERVICE PROVIDER

9.1. A service level agreement will be entered with the successful service provider with terms of reference and deliverables agreed to between parties.

9.2. The appointed service provider will be expected to deliver within the given time frame.

Submissions should be emailed to zadnafinance@zadna.org.za and info@zadna.org.za no later than Tuesday, 06 September 2022, 12:00; submitted documents should be bound together electronically and be in pdf format. Enquiries should be directed to Ms Kedibone Mpholeng (Finance Manager) at telephone number 010 020 3910 or at the email addresses.