



**Moses Kotane Institute**  
INNOVATION. THE FUTURE

**TERMS OF REFERENCE**

**FINANCIAL SERVICES**

## **1 Introduction**

The purpose of this project is to source suitable service provider or a consultant to provide financial services to Moses Kotane Institute for 2016/17.

## **2 Institute mandate and strategic objective**

The Moses Kotane Institute (MKI) is an entity of the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) that is mandated to facilitate the implementation of various education and academic interventions and strategies in Science Technology, Engineering and Mathematics and skills development opportunities for youth from the disadvantaged communities to enhance job and employment opportunities.

## **3 Project scope and deliverables**

The Institute requires a consultant / service provider to deliver the following:

- Provide financial support towards financial year end and Audit 2016/17
- Submit reports to Treasury, Board and EDTEA as and when required
- Prepare quarterly and Annual Financial Statements 2016/17 – GRAP compliant
- Preparation of an external audit, and produce working paper files
- Assist the CFO and the finance team by performing any activities that may arise towards achievement of a clean audit.

## **4. The Brief:**

Request for Quotation (RFQs):

A detailed quotation is expected from the prospective consultant / service provider, which among others should indicate the following:

1. Cost. The proposal must detail all the costs (all-inclusive firm prices in a form a monthly retainer)
2. Hours that will be dedicated to the Moses Kotane project.

## **5. The duration of the project is from 1 February 2016 to 30 July 2017**

## **6. Evaluation Criteria**

A two-stage evaluation will be conducted in this regards applying procurement principles.

Stage One: Administrative evaluation (including availability)

Stage two: Price

## **7. Quotation Submission Rules and Procedures**

The following documents are mandatory in the submission of the proposal

- Registration on National Treasury Central Supplier Database (CSD)
- An original recent Tax Clearance certificate for Tender (not more than 12 months old).
- Company Registration document (CIPC)
- Shareholders Certificate (if applicable)
- Valid BEE Certificate/ affidavit
- ID copies of shareholders
- Bank letter confirming banking details

## **8. Terms and conditions**

- Service providers are required to declare in writing, as part of their proposals submissions, that they have no conflict of interest in acting for MKI during this project
- MKI will enter agreement with the selected service provider for the work set out in this Terms of Reference. In the event of any conflict arising between the Terms of Reference and the agreement, the agreement will prevail.
- The persons proposed for the professional work on the assignment shall themselves carry out the work, unless permission is granted by the MKI to replace them. Such permission will only be granted in exceptional circumstances.
- The cost of preparing proposals and of negotiating the contract is not reimbursable. MKI is not bound to accept any proposals submitted and reserves the right to negotiate price with the preferred service provider and to request improvements to the service provider's team if deemed necessary.
- MKI reserves the right to interview short-listed service providers if required and /or call for the best and final offers from one or more service providers.
- Any effort by the service provider to influence proposal evaluation, proposal comparisons or proposal award decisions in any manner, may result in rejection of the proposal concerned.
- For this purpose, only, all works created in terms of this proposal and the assignments thereof shall be deemed to have been created under control and direction of MKI and be the property of MKI.
- All information documents, records and books provided by MKI to any service provider about the proposal or otherwise are strictly private and confidential. Any proposer to any third party shall not disclose them, except with the express consent of MKI, which shall be granted in writing prior to such disclosure. MKI however, reserves the right to disclose any information provided by the service provider to any of the employees of MKI.
- MKI reserves the right to withdraw / terminate the award of any assignment to any party if there are reasonable grounds for considering that there is non-performance by the contractor in terms of the contract. MKI also reserves the right to curtail the scope of the assignment awarded or to curtail any aspect of the assignment by agreement.
- In the event of any such cancellation or curtailment, the service provider shall have no claim or recourse against MKI, of whatever nature, save the recoupment of the service provider's actual and reasonable costs already expended on the project.
- MKI requires no bid surety, but services providers should note that MKI reserves the right to review this position at contractual stages.
- MKI reserves the right to downscale the required services should the need arise; however, this will be done on a consensus basis.
- The quotation must remain valid for the period of the assignment. Prices indicated in the proposal must remain firm for the duration of the assignment after the award has been made.

## **9. Submission of Applications:**

- Quotations, including all supporting documentation must be delivered emailed to [yanela.ndwandwa@moseskotane.com](mailto:yanela.ndwandwa@moseskotane.com)
- The closing date for submission of quotation is Friday 20 January 2017 at 12pm
- No late submissions will be accepted