

REQUEST FOR QUOTATION

INTRODUCTION:

The Market Theatre Foundation (MTF) is a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The MTF is governed by the Cultural Institutions Act, as amended by the Cultural Law as Amendment Act (No 36 of 2001), and is an agency of the Department of Sport, Arts and Culture.

PURPOSE:

The purpose of this RFQ is to seek the services of an accounting or audit firm to assist with the financial year processes and preparation of the Annual Financial Statements.

REQUIREMENTS OF SERVICE PROVIDER:

- SAICA or SAIGA qualification
- CV of personnel with a minimum of 8 years public sector finance experience with at least 3 years at Finance Manager level.
- Personnel must have working knowledge of CaseWare and preparation of GRAP financial statements.
- Prospective Service Provider must provide personnel that demonstrates specific experience in providing the skills required by MTF with regards to AFS preparation for their quotations to be considered.
- Prospective Service Provider must demonstrate that they have a proven track record in compiling AFS for public entities by providing at least two reference letters to substantiate experience for their quotations to be considered.
- A company profile including CV of the employee delegated by the Prospective Service Provider to prepare draft AFS accompanied by proof of relevant qualifications BCom (Accounting) or equivalent NQF Level 7) and a reference or support letter indicating that the consultant has a proven record of working with CaseWare Software/ Systems for their quotations to be considered.
- Successful Prospective service provider is expected to assume duties on 02 May 2024.
- Must be registered on the Central Supplier Database.

SCOPE OF WORK

- Prospective Service Provider must place a person that will be available to work on site five (5) days a week and will report to the CFO.
- CaseWare compiled Annual Financial Statements (AFS) that can be fully tied back to the final 31 March 2024 Trial Balances of the MTF.
- Assist with complex calculations to ensure transactions are accounted for and disclosed accurately and in accordance with GRAP requirements.
- Assist with the preparation of the audit file for the external auditors
- Ensure adherence to the requirements of the Public Finance Management Act (PFMA), 1999, as amended, with specific reference to relevant disclosures as well as deadlines legislated for submission of the Annual Financial Statements.
- Review the AGSA management report for 2022/23 and ensure that findings are appropriately addressed in the AFS for 2023/24 with any corrections about



The Market Theatre Foundation

Declared Cultural Institution

In terms of Cultural Institutions Act,
1998 (Act no 119 of 1998)

Fund Raising No 01 10000400004

The Market Theatre Foundation
incorporating:

- Market Theatre
- Market Theatre Laboratory
- Market Photo Workshop
- Windybrow Arts Centre

The Market Square 138 Lillian Ngoyi Str
Newtown, Johannesburg
PO Box 8656 Johannesburg 2000
Telephone: +27 11 832 1641
Website: www.markettheatre.co.za

Council

Mr Phil Molefe (Chairperson)
Mr Monwabisi Grootboom
Mr Andre Le Roux
Mr Mandla Mbothwe
Mr Dali Tambo
Ms Motshedisi Makoea
Ms Lesedi Moche
Ms Tebogo Mosala
Ms Zanele Nkosi
Ms Andiswa Vikihlale

Honorary Patrons

Jules Feiffer
Athol Fugard
John Kani
Janet Suzman
Prof Zakes Mda

Chief Executive Officer

Tshiamo Mokgadi

Artistic Director

Greg Homann

Chief Financial Officer

Mbali Buthelezi

Chief Operating Officer

Zingisa Jemsana

this implemented.

- Ensure that the AFS are free from material errors or omissions in terms of GRAP and PFMA required disclosures.
- Ensure disclosure of National Treasury Instruction notes are appropriately incorporated.
- The placed individually must be able to work independently.

Prospective service providers are invited to self-register on the CSD website www.csd.gov.za and to forward its CSD Supplier Number and Unique Registration Number to SCM.

Any queries regarding the scope of work can also be referred to Ms Refiloe Chesane (refiloec@markettheatre.co.za).

Only eMail enquiries will be attended to.

Supporting documents that needs to be completed in full and be sent back with your quote.

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form (See Attached)
- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....

(If not registered please go to WWW.CSD.gov.za and click on register.)

IF any of the above and attached documents are not send by the closing date and time your quote may be disqualified or may not be awarded the valid BBBEE points.

Deadline for submission: **29 April 2024 @ 12:00.**

ANNEXURE A - Declaration of Interest

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2 Do you, or any person connected with the bidder, have a relationship ¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 2.1 I have read and I understand the contents of this disclosure;
 - 2.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
 - 3.3 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 consortium² will not be construed as collusive bidding.
 - 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
 - 3.4 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.
 - 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring
- 2 Joint venture or Consortium 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.
- institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE B

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations 2022

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80

SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	
4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

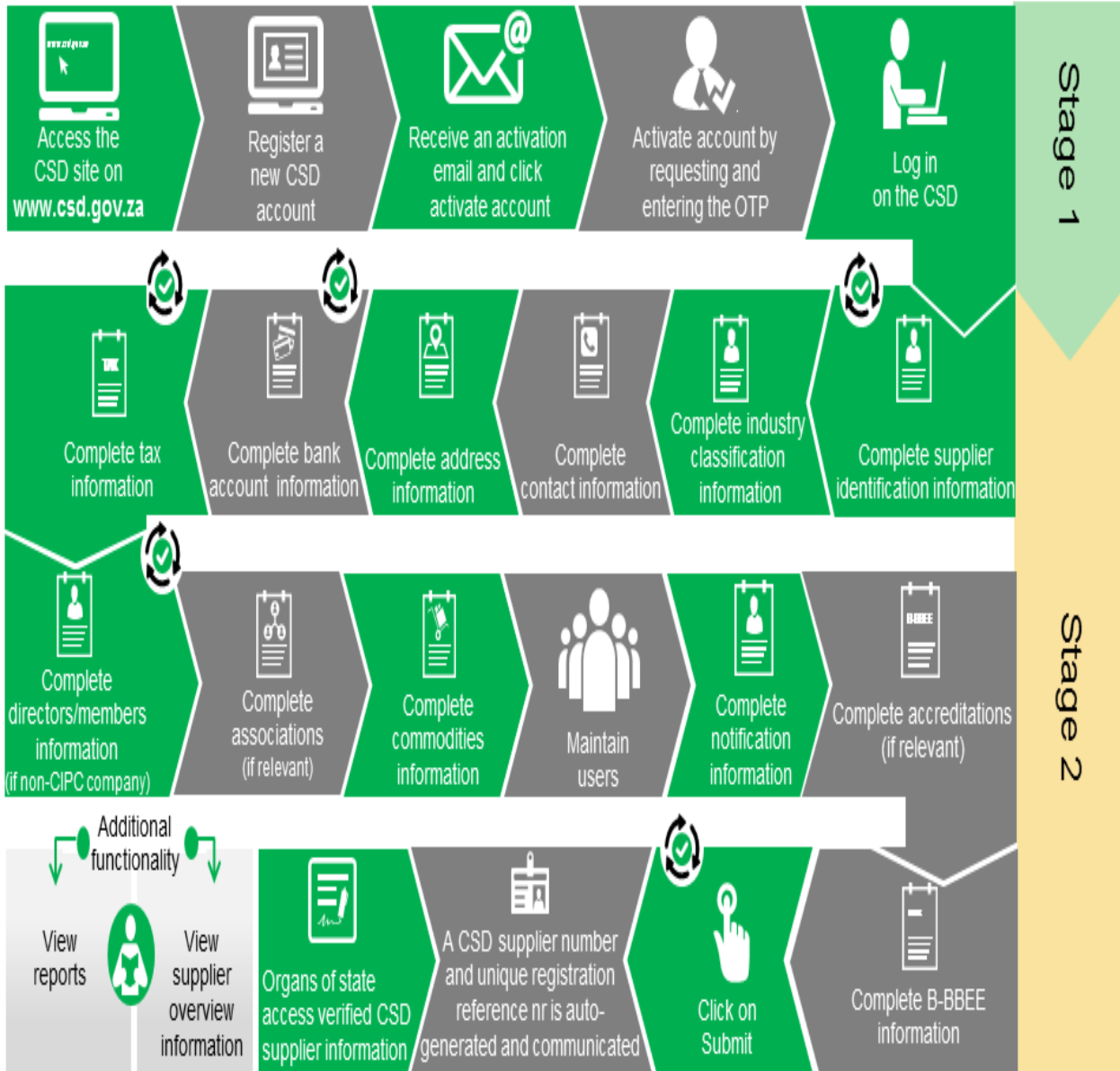
4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Annexure C
CSD REGISTRATION PROCESS

Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.