

	FINANCIAL ANALYSIS REQUEST FORM	Unique Identifier	322-55
		Revision	Rev6
		Finance	

Section A

Enquiry / Reference number	
Commodity or service to be procured	
Scope	
End user Division	
Name of buyer	
Contact details-buyer <i>landline no:</i> <i>Cell no:</i>	
Commercial Manager's details <i>Name:</i> <i>Contact number:</i>	
Commercial Senior Manager's details <i>Name:</i> <i>Contact number:</i>	
Date of request	
Expected submission date to the tender committee	
Name of the Tender Committee's <i>Secretariat:</i>	

Section B

Confirm if the 3 evaluation phases below were completed before submitting request for financial analysis:

Gatekeepers/Processes	Yes	N/A	Comments
Technical			
SHE (Safety, Health, Environment)			
Financial Evaluations			
Quality			

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All suppliers that passed the evaluation

	Full names of the supplier(s) & Vendor number	Name of the Holding Company	Tender/ Modification value of this request(excl. VAT)	Existing Contract Information		
				Total contract(s) with Eskom	Amount paid to date	Outstanding contract value
1			R	R	R	R
2			R	R	R	R
3			R	R	R	R
4			R	R	R	R
5			R	R	R	R
6			R	R	R	R
7			R	R	R	R
8			R	R	R	R
9			R	R	R	R
10			R	R	R	R
11			R	R	R	R
12			R	R	R	R
13			R	R	R	R
14			R	R	R	R
15			R	R	R	R

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Section C

Contract/Tender Information

1. Please indicate type of contract (tick where applicable)	Modification	Sole source	Mandate/Tender	Single source
2. Contract value (excluding VAT, Including CPA & Contingency)(amount in Rand)	R			
3. Contract period (years/months)				

Section D

MANDATORY REQUIREMENTS

	TICK
A complete set ¹ of the <u>latest approved (signed) annual financial statements accompanied by the auditor's or independent reviewer's or compiler's or accounting officer's report</u> , which includes the following information, is required:	Company/Close Corporation
a) Annual Financial Statements must be in English	
b) Signed independent auditor's/ Independent reviewer's/Compiler's/Accounting officer's report	
c) Public interest score & ITA34C(Only applicable to local entities that are not audited)	
d) Signed director's/member's report	
e) Company profile	
f) Statement of financial position (balance sheet) with comparatives	
g) Statement of comprehensive income (income statement) with comparatives	
h) Statement of changes in equity with comparatives	
i) Statement of cash flows with comparatives	
j) Notes to the annual financial statements	

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Section E

Financial Analysis will not commence until complete information is provided

Notes:

1. A set of audited or reviewed annual financial statements refers to two years of information, e.g., 31 December 2018 and 31 *December 2017 in one book*. **NB: The latest financial statements of all entities should be prepared within six (6) months after year-end as per the requirements of the Companies Act.**
2. **Draft** annual financial statements and management accounts are (*not acceptable*).

PLEASE NOTE THE FOLLOWING BEFORE SIGNING THE DOCUMENT:

1. The purpose of performing Financial Analysis is to provide an **independent** opinion on the financial viability of the tendering entity(s) based on the financial information provided. **There should be no contact between the Financial Analysis Team and the supplier.** The buyer should handle all the queries on behalf of the Financial Analysis Team and liaise with the potential suppliers, to ensure independence of Financial Analysis Section.
2. The financial analysis report will be provided within 10 working days, if all the required information is submitted.
3. If more than one entity needs to be evaluated for one contract, requests should be submitted at least **three weeks** before the due date. In the event that more than three entities need to be evaluated for the same contract, the financial statements analyst will advise the buyer when the reports will be completed.
4. Should any **additional information** be required, the Financial Analyst will inform the buyer thereof. The buyer will then be responsible for obtaining the additional information or documentation as requested from the potential supplier. If the outstanding information is not received within 3 working days, the project will be closed and a one pager report will be issued.
5. Draft financial statements, unapproved financial statements, unaudited financial statements, and management accounts are **not acceptable** for financial analysis purposes. **Only signed/approved annual financial statements accompanied by auditor's or independent reviewer's or compiler's or accounting officer's report will be acceptable.**

Should you have any queries or require any clarity with regard to this document, please contact financial analysis team.

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Section F

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Procurement Section:

_____	_____
Signature of the buyer	Date

_____	_____
Signature of the Middle Manager	Date

_____	_____
Signature of the Senior Manager	Date

Finance Section:

Acceptance of the project:

_____	_____
Signature of the Management Accountant	Date

Acceptance for tenders below R300 million

Project number: