

DATE: 6 February 2024

South African Energy Efficiency Confederation (SAEEC)

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REQUEST FOR QUOTATION – 24RFQ-01 SAEEC: Financial Account Services

Dear Sir / Madam

We kindly request you to submit your quotation for the provision as Financial Accountant for the Southern African Energy Efficiency Confederation (SAEEC) in Johannesburg.

Quotations must be received before the due deadline and should be submitted via the link provided below no exceptions will be allowed

- Closing Date: 13 February 2024
- Time: 16:00
- 24RFQ-01 submission link: <https://forms.gle/qfjH3omSVcz3q2Q17>

Enquiries to: Thieda Ferreira, Secretary General, SAEEC

E-mail address: secgen@saeekonfed.org.za

It shall remain your responsibility to ensure that your quotation will reach the SAEEC on or before the deadline. Quotations that are received by SAEEC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Description of Services: Financial Accountant Services

These services collectively ensure compliance with various financial and tax regulations, accurate financial reporting, and efficient payroll management for Southern African Energy Efficiency Confederation (SAEEC)

1. Monthly Processing of Information on Sage
This service involves the regular input and processing of financial data using Sage Pastel accounting software. It includes tasks such as recording transactions, reconciling accounts, and generating financial reports.
2. Monthly Payroll
This service involves the calculation and processing of employee salaries or wages monthly. It includes tasks such as calculating gross pay, deducting taxes and other withholdings, and issuing pay slips.
3. Monthly EMP201 Returns Complete & Submit
This service involves the completion and submission of monthly Employer PAYE Reconciliation Declarations (EMP201) to the South African Revenue Service (SARS). It includes reporting PAYE, UIF, and SDL liabilities.
4. Monthly UI-19 UIF Return Submit
This service involves the submission of monthly Unemployment Insurance Fund (UIF) returns (UI-19) to the relevant authorities. It includes reporting on UIF contributions made by both employers and employees.

5. Bi-Monthly Management Reports
This service involves the preparation and delivery of management reports every two months. These reports typically include financial statements, budget vs. actual analysis, key performance indicators (KPIs), and other relevant financial information.
6. Bi-Annual EMP 501 Reconciliation
This service involves the bi-annual reconciliation of PAYE, UIF, and SDL liabilities with the South African Revenue Service (SARS) using the Employer Interim Reconciliation Declaration (EMP501) form.
7. Issue IRP 5 & IT3(a) certificates
This service involves issuing annual tax certificates (IRP5) to employees and other relevant parties, as well as investment income certificates (IT3(a)) where applicable, for tax reporting purposes.
8. Annual Financial Statements
This service involves the preparation of annual financial statements in accordance with applicable accounting standards and regulations.
9. Annual Income Tax Return
This service involves the preparation and submission of the annual income tax return (ITR14) to SARS on behalf of the client, ensuring compliance with tax laws and regulations.
10. Annual WCA Return
This service involves the preparation and submission of the annual Workmen's Compensation Act (WCA) return to the Compensation Commissioner, reporting on workplace injuries and compensation claims.
11. Annual CIPC Return & Ad hoc Changes
This service involves the annual filing of returns with the Companies and Intellectual Property Commission (CIPC) to ensure compliance with company registration and reporting requirements.
12. Bi-Annual Provisional Tax Returns
This service involves the preparation and submission of provisional tax returns (IRP6) to SARS twice a year, estimating and paying income tax in advance based on projected earnings.

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO DELIVERY ACCOUNTANT FINANCIAL SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS, SUBJECT TO ANNUAL PERFORMANCE REVIEW.

Context of the Requirement	The SAEEC office is planning to utilize the services of an accountant for twenty-four months (24) to complete and submit annual accounting services
Brief Description of the Required Services ¹	<p>Scope of Services: Quotation for Annual Accounting Services</p> <ol style="list-style-type: none"> 1. Monthly Processing of Information on Sage Pastel 2. Monthly Payroll 3. Monthly EMP201 Returns Complete & Submit 4. Monthly UI-19 UIF Return Submit 5. Bi-Monthly Management Reports 6. Bi-Annual EMP 501 Reconciliation 7. Issue IRP 5 & IT3(a) certificates 8. Annual Financial Statements 9. Annual Income Tax Return 10. Bi-Annual Provisional Tax Returns 11. Annual WCA Return 12. Annual CIPC Return 13. Adhoc Services
Expected duration of work	<p>Twenty-four (24) months</p> <p>SAEEC shall reserve the rights to accept or reject any revised cost and thereafter new RFQ will be circulated for the next two (2) years services.</p>
Target start date	1 February 2024
Latest date of service	28 February 2026
Preferred Currency of Quotation	ZAR
Value Added Tax on Price Quotation ²	Must be exclusive of VAT
Deadline for the Submission of Quotation	<p>Monday, 13 February 2024, close of business 16h00</p> <p>Submission link: https://forms.gle/qfjH3omSVcz3q2Q17</p>
All documentations shall be in this language	English
Documents to be submitted	<ol style="list-style-type: none"> 1. Quotation with detailed & itemized billing 2. Latest Business Registration Certificate; 3. B-BBEE Certificate / Affidavit 4. Proof of SARS registration
Period of Validity of Quotes starting the Submission Date	<p>21 days</p> <p>In exceptional circumstances, SAEEC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	Not permitted
Payment Terms	<p>Monthly :</p> <p>Submission of invoice by 26th of each month</p> <p>Payment: Last day of each month</p>

Evaluation Criteria	<ol style="list-style-type: none"> 1. Full compliance to requirements 2. Detailed Cost allocations 3. Qualifications 4. Full acceptance of the Contract/Contract General Terms and Conditions
SAEEC will award to:	One and only one supplier
Type of Contract to be Signed	Institutional Contract
Special conditions of Contract	The service provider shall on a yearly basis revised its cost when its reference market prices for same service changes. SAEEC shall reserve the rights to accept or reject any revised cost.
Conditions for Release of Payment	SAEEC's written acceptance (i.e., not mere receipt) of the outputs; and Receipt of invoice from the Service Provider.
Input to this RFQ	<ol style="list-style-type: none"> 1. Upload quotations, supporting documents to Google form link provided 2. Accept General Terms and Conditions / Special Conditions <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Thieda Ferreira, Secretary General secgen@saeconfed.org.za</p> <p>Motlatjo Ramaloko Events Coordinator event@saeconfed.org.za</p> <p>Copy of enquiry to both email addresses compulsory.</p> <p>Any delay in SAEEC's response shall be not used as a reason for extending the deadline for submission, unless SAEEC determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Standardized services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of SAEEC requirements.

The quotation that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by SAEEC. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on SAEEC's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by SAEEC after it has received the quotation. At the time of award of Contract or Purchase Order, SAEEC reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of SAEEC herein attached as Annex 2.

SAEEC is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

SAEEC implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against SAEEC, as well as third parties involved in SAEEC activities. Please report such issues promptly to:

Zadok Olinga

SAEEC President

zadok@oelinga.com

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Thieda Ferreira

Secretary General

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