REQUEST FOR PROPOSAL

PREPARATION OF 2024/2025 INTERIM FINANCIAL STATEMENTS

REF: KTVR FIN 002/2025

Closing Date	**: 20 June 2025**
Closing Time	**: 4:00 pm**
Electronic Submission	**:** portiad@ktvr.co.za AND tenders@ktvr.co.za
Manual Submission	**: 03 Margaret Road, Kempton Park 1619**

DATE : 06 June 2025

REF : KTVR FIN 002/2025

1. PREAMBLE

KTVR Bus Service (Pty) Ltd ("KTVR") is a private company incorporated in terms of the Companies Act of 2008. KTVR is a special purpose vehicle that has been established to offer Bus Rapid Transit (BRT) transport services under an interim service agreement of the Phase 1A of City of Ekurhuleni (CoE) Integrated Rapid Public Transport Network (IRPTN).

KTVR is a company that has been established for the benefit and empowerment of the Ekurhuleni Potentially Affected Transport Operators (PATO) within Phase 1A.

2. REQUEST FOR PROPOSAL (RFP)

KTVR hereby invites qualified and competent service providers to submit proposals for the preparation of the 2024/2025 interim financial statements.

3. SCOPE AND EXTENT OF WORK

KTVR requires the preparation of the Interim Financial Statements for the period ending 31 March 2025 and, subject to the approval of the CFO and/or CEO, the final Annual Financial Statements for the year ending 30 June 2025, in accordance with International Financial Reporting Standards (IFRS). The appointed service provider will be expected to deliver the following services at a minimum, which may be extended to include related review activities:

3.1.1 Review of financial records and assistance with adjustment journals to ensure accuracy and correctness of the Trial Balance figures.

3.1.2 Prepare and submit working papers or supporting schedules to the financial statements and disclosure notes to ensure audit readiness.

3.1.3 Compile interim financial statements as at 31 March 2025 and Preparation of final annual financial statements as at 30 June 2025, subject to internal approval.

3.1.4 Interim and final Annual Financial Statements must be prepared in accordance with International Financial Reporting Standards (IFRS and International Financial Reporting Interpretations Committee ("IFRIC") interpretations issued and effective at the time of preparing the financial statements.

3.1.5 Review, assess and advise on accounting policies and the application of IFRS, and recommend improvements or changes to enhance compliance and align with best practice

3.1.6 Financials must be prepared in Draftworx and files must be accessible to the KTVR team for internal use.

3.10 Assist with complex calculations to ensure transactions are accounted for and disclosed accurately and in accordance with IFRS requirements.

3.11 Communicate effectively with KTVR team throughout the compilation process and have weekly progress meeting.

3.12 Provide technical support during the 2024/25 external audit process, including responding to audit queries, clarifying IFRS application, and assisting with audit evidence where necessary meetings to discuss any issues as they arise.

3.12 Project lead must hold a qualification such as CA(SA), ACCA, or SAIPA (SA) and have demonstrable experience in preparing IFRS-compliant financial statements.

4. SUPPORTING DOCUMENTATION

The following supporting documentation must be provided:

4.1 Original/Certified B-BBEE status level certificate level verification status/sworn affidavit must be submitted or sworn affidavit as prescribed by DTI;

4.2 Tax Compliance Status pin (TCS) issued by SARS;

4.3 Complete Annexure A and Annexure B

4.4 The proposal must reflect a detailed cost breakdown of all services to be provided. All prices quoted must be inclusive of VAT. Where applicable, include estimated hours and hourly rates per resource.

4.5 Pricing for the Interim Financial Statements (as at 31 March 2025) and Final Annual Financial Statements (as at 30 June 2025) must be clearly separated. Refer to the table below:

Resource	Hourly Rate (Exclusive of VAT)	VAT	Nr of Estimated hours	Total

5. EVALUATION CRITERIA

Stage 1: Technical Evaluation

The evaluation of the technical part of the submission will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score individuals who will be providing the service and the organisational capacity supporting the project team.

#	Criteria	Points Allocated
1	Qualifications and experience of team and/or individual	30
2	Experience of similar entities (Bus Rapid Transit) or of KTVR's size	25
3	Capacity or Project plan (Team/ Individual) to provide adequate institutional support	30
4	Provide a minimum of three (3) reference of similar work conducted	15

Stage 2: Pricing and BEE Evaluation

- **Lowest Price weighs 80 points**
- **B-BBEE weighs 20 points (as per table below)**

B-BBEE Status level of Contributor	Number of Points
1	**20**
2	**18**
3	**16**
4	**12**
5	**8**
6	**6**
7	**4**
8	**2**
Non-Contributor	**0**

6. TERMS AND CONDITIONS

6.1 Quotations must be valid for a minimum period of 30 days from the date of issue.

6.2 KTVR has the right to withdraw any request for quotations at any time within the validity of the RFP.

6.3 Quotations should be **VAT** inclusive.

6.4 KTVR may prior to confirming and acceptance of the quote, cancel the request if;

a) Due to changed circumstances, there is no longer a need for the goods or services requested.
b) Funds are no longer available to proceed with the request.
c) No acceptable bids are received.

7. SUBMISSION DETAILS

Deadline for submission: **Friday, 20th June 2025**

Time at 4pm

All quotations to be sent to:

Name: Ms Portia Dhlamini

Email: tenders@ktvr.co.za **AND** copy portiad@ktvr.co.za

Contact no: 011 823 1672

Annexure A

KTVR BUS SERVICE (PTY) LTD SUPPLIER DATABASE CONSENT FORM

General: In order for KTVR BUS SERVICE (PTY) LTD ("**KTVR**") to consider the supplier's (referenced below) response to the Request for Proposal (RFP) or Request for Quotation (RFQ) to become a supplier to KTVR, and to be included in the KTVR supplier database, it will be necessary for KTVR to process certain personal information which the supplier may share with KTVR for the purpose of the RFP/RFQ, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). KTVR will process the supplier's Personal Information in accordance with KTVR's POPI Policy.

Access to your Personal Information and purpose specification: Personal Information will be processed by KTVR for purposes of assessing the supplier's submission in relation to the RFP/RFQ and for registering the supplier on KTVR supplier database and may be shared and stored internally for the purposes of assessing current and future services required by KTVR. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("**FICA**"). In this regard, the supplier acknowledges that KTVR's authorised verification agent(s) and service providers will access Personal Information and conduct background screening and checks.

Consent: By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to KTVR's processing of the supplier's Personal Information for the purposes of evaluating its RFP/RFQ submission, including to confirm and verify any information provided in the submission and the supplier gives KTVR permission to do so. The supplier acknowledges and understands that it is free to withdraw its consent on written notice to KTVR and the supplier agrees that the Personal Information may be disclosed by KTVR to third parties, including KTVR's affiliates, service providers and associates. Please note that if you withdraw your consent at any stage we may be unable to process your RFP/RFQ and/or continue to retain your details on the supplier database.

Yes ☐

No ☐

Supplier Name	Date	Signature

Annexure B

SUPPLIER CONFLICT OF INTEREST DECLARATION FORM

KTVR operates a procurement process which is fair, transparent and cost-effective. In view of this, KTVR requires that anyone nominated to participate in its procurement processes declares any potential conflicts of interest.

i. Conflict of interest declaration

Potential conflicts of interest include the following (but the list is not exhaustive):-

1. Relationship/ Association with any of the KTVR employees.
2. Previously worked with/for any of KTVR employees.
3. Relationship/Association with Shareholder/ Board Member/ of KTVR.

If you are in any doubt about whether something is a potential conflict of interest, you are advised to declare it below.

A) I have conflicts of interest to declare.

Yes ☐

No ☐

B) If Yes above, I therefore wish to declare the following conflict(s) of interest: -

1. .....

2. .....

3. .....

ii. Confidentiality Declaration

I confirm that the declarations I have made above are, to the best of my knowledge, correct. I fully understand that, if KTVR concludes that the declarations I have made are false or materially misleading, KTVR has the right to disqualify the supplier to participate in the procurement process.

Supplier Name	Date	Signature