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Johannesburg Social Housing Company

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May, 2011

REQUEST FOR PROPOSAL 001/2011

The Johannesburg Social Housing Company (JOSHCO) invites bids for:

THE PROVISION OF YEAR-END ACCOUNTING SERVICES TO JOSHCO FOR THE FINANCIAL YEAR ENDING 30 JUNE 2011

Attached, please find a copy of the Request for Proposal of Accounting Services.

In order to be considered, proponents are asked to submit a full copy of their complete Proposal with duly completed Proposal Submission and Bid Submission Forms, which should be hand delivered to:

***The Johannesburg Social Housing Company
137 Sivewright Avenue
1st Floor
New Doornfontein, Johannesburg
Attention: Supply Chain Manager***

By no later than **Friday 27 May 2011 at 12:00hrs.**

PLEASE NOTE: JOSHCO will not be responsible for accepting Proposal Submissions which are not delivered in accordance with the said format.

The lowest or any proposal will not necessarily be accepted.

Yours faithfully

**Mr Rory Gallocher, CEO
The Johannesburg Social Housing Company**

Directors: Ishmael Mkhabela (Chairperson), Rory Gallocher (Chief Executive Officer),
Fikile Segole, Lethabo Mashamaite, Paul Jackson, Vuyo Booyesen, Mpumi Tshabalala, Yaswant
Gordhan, Glenda Sengoara, Moope Mphahlele

Registration Number: 2003/008/063/07

1. Introduction

The Johannesburg Social Housing Company's (JOSHCO's) mandate is to manage existing housing rental stock, convert and manage hostels, refurbish and manage inner city buildings and develop and manage new social housing projects to collect rentals and provide effective and efficient management.

2. Description of the assignment

The Financial Management, therefore, becomes an integral part of the above-mentioned management. The Financial Management entails the accounting services in terms of GRAP Standards and SA GAAP Standards (IAS and IFRS framework) JOSHCO is currently using Pastel Evolution System for General Ledger Accounting and Caseware for reporting.

JOSHCO is pleased to invite interested firms/organizations to submit proposals for the provision of year-end Accounting Services. JOSHCO will review all of the submissions received in keeping with the Information and Terms of Reference of this Proposal Call. JOSHCO will evaluate the proposals received and award one successful contract.

3. Purpose and Objective

The goals of the Accounting Services are:

- To assist the current Finance Staff with year-end technical accounting issues so as to improve the credibility of the year-end trail balance
- To assist with quality assurance of the input into the Pastel System, as well as assisting with Asset Management, and the relevant reconciliations
- Assist with the year end processes in terms of applicable GRAP, IFRS and GAAP requirements, such as discounting of revenue, expenses, impairment of assets, review of useful life, accounting for leased assets, IFRS 7, etc.
- Advise and assist Joshco in complying with new GRAP, IFRS and GAAP requirements.
- Assist with the preparation of the audit files/schedule which should stand the test of external audit.
- To assist with tax computation for the year ending 30 June 2011.
- Assist with closing journals, preparation of the financial statements and the annual report disclosures.

4. Scope of work & Project Deliverables

- JOSHCO is intends to finalise the preparation of financial statements by **31 July 2011**. The Service provider should be able to start work by **15 June 2011**. The knowledge of JOSHCO's business will be an added advantage.

5. Timeframe and milestones

Milestone	Responsibility	Date
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Final date for submissions of proposals	Service Provider	27 May 2011 at 12:00
Service Provider appointed	Joshco	1 June 2011
Commencement date	Service Provider	15 June 2011
Completion of Accounting tasks	Service Provider / Joshco	31 July 2011
Submission of Final Reports	Joshco / Service Provider	12 August 2011

6. Bid submission Requirements including required level of expertise

- At a minimum each submission shall include the following underlined material:
 - Letter of Intent - including the name, address, etc, of the primary contact for the Firm in the event that further information or clarification of the submission is required.
 - Firm Profile - composition of firm, years in business, qualifications and experience of principals and main team members.
 - Demonstrated Project Experience - list and describe 3 to 5 projects that your firm has undertaken in the past 3 to 5 years that are comparable to the JOSHCO project outlining how you would apply this experience to this project.
 - Sample Report recently prepared by your firm.
 - Accounting Services – clearly demonstrate that the firm has the skills, experience and resources necessary to provide the Accounting Services to JOSHCO.
 - References - a minimum of 3 external references are to be provided with the submission.
 - The scale of each category of employee – You may want to propose different scale for a person to do accounting work (assume at least four (4) hours per day and another category for work to be done towards the finalization of the final accounts.
 - You may want to assess the extent of the work by interviewing our Staff Members before submission.
- Fee Proposals submitted will be valid for three (3) years and will be used by JOSHCO as a basis for selection of inspection firms for future phases of the work as well. Fees paid for work undertaken in future years shall be based upon the original fee submission plus an annual escalation factor equivalent to CPIX.
- Firm selected for the work will use a standard format for the work [template to be provided by JOSHCO].

7. Copyright and confidentiality

The products of this project (including reports, templates etc) will be the confidential information and property of JOSHCO.

8. Accountability

The service provider will report to Chief Financial Officer, JOSHCO for the duration of the contract period and will report progress made at mutually agreed timeframes (to be set once the service provider has been contracted).

9. Proposal Submission and Costs

Fee proposals are to be recorded on the Bid Submission Form attached to this Request for Proposal document (**Schedule 1**). In addition, bidders must also complete and return the Proposal Submission Form (**Schedule 2**) attached to this Request for Proposal document.

10. Enquiries

Enquiries with respect to this Request for Proposal must be submitted in writing (via email) 24 hours prior to the deadline for submissions. Contact details are as follows:

Name: Alex Ngqwebo
Email: Alex@joshco.co.za

SCHEDULE 1

BID SUBMISSION FORM

REMOVE, COMPLETE AND SUBMIT

Reference Number: Request for Proposal 001/2011
Description: ACCOUNTING SERVICES FOR JOSHCO

Closing Time: 12: 00 (27 May 2011)
Submit to: JOSHCO
137 Sivewright Ave
1st Floor
New Doornfontein 2094

Note: All Submissions are to be hand delivered to the Supply Chain Manager, Alex Ngqwebo.

1. OFFER

You are hereby invited to offer the lowest net prices, including all delivery charges for which you are prepared to furnish the services rendered in accordance with the Request for Proposal documents, and any other instructions as noted.

- 1.1. The Bidder must complete, properly sign and submit the Bid Submission Form (Schedule 1), the Proposal Submission Form (Schedule 2) and any stipulated closing time and date or your bid will not be considered.
- 1.2. Having examined the Bid Documents, I hereby offer to enter into a Contract to perform the Work required.
- 1.3. This Bid is firm, in South African Rands, irrevocable and subject to acceptance by the Owner for sixty (60) days from the date of the stipulated closing date.
- 1.4. The fees prices submitted with this Bid are fixed for three (3) years and are subject to an annual escalation factor equivalent to CPIX.

1. HOURLY RATE FOR EACH CATEGORY:

R _____/00 (R _____)

2. TRANSPORTATION COSTS ASSOCIATED WITH ITEM 1 ABOVE

R _____/00 (R _____)

Bidder's Name:

_____ Date: _____

_____ I have authority to bind the proponent.

(Signature of Proponent)

JOSHCO reserves the right to accept any bid in whole or in part, whether the price or prices is/are lowest or not and may reject any or all bid submissions at its own discretion.

SCHEDULE 2

PROPOSAL SUBMISSION FORM

Request for Proposal 001/2011

ACCOUNTING SERVICES

I/We at _____
(Company's Name)

In response to JOSHCO's call for Accounting Services do hereby warrant that the information contained in this Request for Proposal 001/2011 is true and correct in all respect, and provide herewith the following items that have been included in this submission:

- € Letter of Intent.
- € Firm's Profile.
- € Report regarding Firm's project experience (**no more than 3 pages**).
- € References (**no more than 2 pages**).
- € Confirmation regarding the Project Scheduling.
- € Sample Inspection Report prepared by the Firm (electronic copy required).
- € Completed Proposal Submission Forms – **including completed Proposal Submission Form (Schedule 2) & Bid Submission Form (Schedule 1)**.
- € Other information (please specify).

Per (Signature): _____ Date: _____
 Authorized Signing Officer

Name (Print): _____ Title: _____

NOTE: All submissions are to be hand delivered to Supply Chain Manager, Alex Ngqwebo.

The proposals will be evaluated on the 90/10 point system with the points allocation stated hereunder:

Criteria	Weight
Functionality <ul style="list-style-type: none"> - Project Methodology in line with JOSHCO's requirements. - Experience of all personnel to be involved in this project (attached with CVs). - Entity's years of existence executing similar projects - Contactable references as required 	50
Price	40
Government Objectives <ul style="list-style-type: none"> - HDI Ownership - Women Ownership - BBBEE rated certificate - SSME - SMME 	5 2 1 1 1
NB: The above must be submitted with the proposal.	