



Afrocentric IP

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER
FOR FINANCE, HUMAN RESOURCES AND
ADMINISTRATION SERVICES FOR A PERIOD
OF 12 MONTHS.**

RFQ NUMBER: AIP-01/2019



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Purpose

Afrocentric Intellectual Property (IP) to evaluate and approve the appointment of a Finance, Human Resources and Administration Services, service provider for a period of 12 Months.

Background

Afrocentric Intellectual Property is a Governance, Risk and Compliance IT company primarily focused in Business Continuity Management and Information Security disciplines. We offer a wide range of solutions in these disciplines that help our public sector customers to be compliant and drive governance whilst mitigating risks. Afrocentric IP has been in existence for 10 years with its Head Office situated in Pretoria, with branches in Polokwane and East London.

Afrocentric IP is seeking Finance, Human Resources and Administration services from an independent service provider for a duration of 12 months.

The objectives of the Finance services are to provide the following:

- Perform internal audit
- Assist managers in making key strategic decisions (Financial advisory)
- Ensure preparation of the organization's budgets and forecasts
- Ensure efficient management Account
- Perform SAGE functionalities
- Drafting of accounting policy and procedures
- Ensure assets management
- Ensure management of Taxes
- Provide financial reporting and analysis

The objectives of the Human Resources services are to provide the following:

- Ensure labour law compliance
- Facilitate training and development
- Facilitate Compensation and benefits
- Manage recruitments
- Ensure policy development and enforcement
- Manage performance management

The objectives of the Administration services are to provide the following:

- Facilitate Inbound and outbound calls



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- Perform accounting tasks, including invoicing and budget tracking
- Schedule meetings and travel arrangements for all employees of the company
- Assist with bid administration

This document provides guidance and instructions for the service provider to be appointed over a period of 12 months to provide the Finance, Human Resource and Administration Services to Afrocentric IP.

Scope of Work

The service Provider is required to do the following:

DESCRIPTION	QUANTITY	AMOUNT
<p>Finance Services:</p> <ul style="list-style-type: none"> ● Perform internal audit ● Assist managers in making key strategic decisions (Financial advisory) ● Ensure preparation of the organization's budgets and forecasts ● Ensure efficient management Account; Financial statements, Bookkeeping. ● Perform SAGE functionalities including QA payroll and accounting. ● Drafting of accounting policy and procedures ● Provide assets management ● Ensure management of Taxes e.g. Income tax, VAT and pay as you earn ● Provide financial reporting and analysis ● Ensure Project cost accounting ● Ensuring compliance with relevant law ● Ensure Efficient Financial management ● Ensure finance administrator onsite from 8:00 to 17:00 pm five days a week. ● Ensure CA expertise as per need bases. <p>Human Resource Services:</p> <ul style="list-style-type: none"> ● Ensure labour law compliance ● Facilitate training and development ● Facilitate Compensation and benefits ● Manage recruitments 	1	



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<ul style="list-style-type: none"> ● Ensure appointments, extensions and terminations are adhered as per the contract. ● Ensure that developed policies are adhered by employees in support of company objectives ● Ensure compliance with BCEA requirements. ● Ensure that employees and employer adhere to Labour relation act requirements. ● Ensure submission and adherence to Employment Equity targets. ● Ensure AIP Strategy planning ● Improve job satisfaction, improve through-put, improve quality and reduce employee problems. ● Develop a program that will ensure employee health improves. ● Form part of the Management Committee ● Ensure that QMS principles are applied in HR, the right process/procedure at the right time. ● Ensure a resource on site from 8:00- 17:00 pm five days a week. <p>Administration Services:</p> <ul style="list-style-type: none"> ● Reception work-Inbound and outbound calls ● Ensure records keeping and filing ● Provide general office administration ● Capture invoices on an accounting system. ● Prepare monthly/weekly/daily reports ● Drafting of minutes for internal meetings. ● Drafting minutes for MANCO & EXCO meetings, and scheduling tasks. ● Tender compilation, submission and filing ● Updating repository for all bids submitted; ● Ensure a resource on site from 8:00- 17:00 pm five days a week. 		
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Please note that the service provider must fulfil on all requirements for each service requested. E.g. finance, human resources and administration.



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Contract Duration

The contract will be for a period of twelve months (12) months after the signing of a contract by a successful bidder.

Evaluation Criteria

The functionality criteria for the bid will be evaluated as follows:

Item	Description	Score
1	<p>Proposal (Company Profile) Bidder must provide a comprehensive proposal detailing the expertise that the firm can offer and the scope of work:</p> <ul style="list-style-type: none"> ✓ Finance services; ✓ Human Resources services; ✓ Administration services; ✓ Level of expertise available for each service required; ✓ Turnaround times and clearly defined targets in line with the scope of the work. <p>No proposal = 0 Proposal (not covering the requirements) = 10 Proposal (covering 50% of the requirements) = 20 Detailed proposal (covering all requirements) = 30</p>	30
2	<p>Years of Experience Bidder must demonstrate the number of years that they have rendered similar finance, human resources and administration services in the last 5 years</p> <p>No information provided = 0 1 year = 5 2-3 years = 10 3-4 years = 15 Above 4 years = 30</p> <p>Afrocentric IP reserves the right to validate the information provided by the bidders</p>	30
3	<p>References Bidder must attach letters of contactable references where bidder has offered similar finance, human resources and administration service</p> <p>No reference letters = 0 1 reference letter = 5 2 reference letters = 10 3 reference letters = 20</p> <p>Afrocentric IP reserves the right to validate the information provided by the bidders</p>	20



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4	<p>Registration with the (attached proof) Bidder must attach certificate or confirmation letter from SAICA Bidder must provide Chartered Accountant (CA) certification No CA Certificate or letter = 0 Attached CA certificate or letter = 10</p> <p>Bidder must attach Diploma, Degree, Honours or Masters in Human Resource Management, Industrial Psychology or equivalent Bidder must provide certification No Certificate = 0 Attached certificate = 10</p> <p>Afrocentric IP reserves the right to validate the information provided by the bidders</p>	20
	Total Score	100

Returnable Documents

Documents that must be submitted	Non-submission will result in disqualification	Submitted (Tick)
Declaration of Interest – SBD 4	YES	
Preference Point Claim Form – SBD 6.1	YES	
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	
Certificate of Independent Bid Determination – SBD 9	YES	
Company Registration Documents	YES	
Proposal (Company Profile)	YES	
Quotation (on company letterhead)	YES	
B-BBEE Certificate / Original Sworn Affidavit	YES	
Tax Clearance Certificate	YES	



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CVs and Qualifications (of personnel)	YES	
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Enquiries and Closing Date

Enquiries in connection with this request should be directed to the following officials:

Admin: Ntombizodwa Mashologu who can be contacted at 012 844 0686 or via email at ntombizodwa.mashologu@afrocentricip.com

Completed bid documents should be delivered in sealed envelopes marked **“THE APPOINTMENT OF A SERVICE PROVIDER FOR FINANCE, HUMAN RESOURCES AND ADMINISTRATION SERVICES FOR A PERIOD OF 12 MONTHS”** to be delivered to Unit 14, Enterprise Building, The Innovation Hub, Corner of Hotel and Meiring Naude, Lynwood, Pretoria.

The closing date of the bid is **28/02/2019** and the closing time is **14:00**