



Annexure A

PROVISION OF PFMA RESOURCES (2X SENIOR RESOURCES AND 4X JUNIOR RESOURCES) TO ASSIST THE FINANCE DEPARTMENT WITH THE QUANTIFICATION OF ALL PUBLIC FINANCE MANAGEMENT ACT (PFMA) AND PREFERENTIAL PROCUREMENT REGULATIONS (PPR) VIOLATIONS AT TRANSNET SOC LTD (REG NO. 1990/000900/30) OPERATING AS TRANSNET PORT ((HEREINAFTER REFERRED TO AS "TPT") AT HEAD OFFICE FOR A PERIOD OF FIVE (5) MONTHS.

REQUEST FOR QUOTATION [RFQ] No TPT/2024/10/0003/81385/RFQ - iCLM HQ 914/TPT

SCOPE OF WORK FOR THE PROVISION OF PFMA RESOURCES (2X SENIOR RESOURCES AND 4X JUNIOR RESOURCES) TO ASSIST THE FINANCE DEPARTMENT WITH THE QUANTIFICATION OF ALL PUBLIC FINANCE MANAGEMENT ACT (PFMA) AND PREFERENTIAL PROCUREMENT REGULATIONS (PPR) VIOLATIONS AT TRANSNET SOC LTD (REG NO. 1990/000900/30) OPERATING AS TRANSNET PORT ((HEREINAFTER REFERRED TO AS "TPT") AT HEAD OFFICE FOR A PERIOD OF FIVE (5) MONTHS.

1. BACKGROUND

Transnet Port Terminals ("TPT") is an Operating Division of Transnet SOC Limited. It offers terminal cargo handling service in sea freight transport of imports, exports, and transshipment of commodities in the three key sectors of the South African commodity market i.e. Containers, Mineral Bulk, Agricultural Bulk and RORO. TPT operates in seven South African commercial ports; that is, Richards Bay, Durban, East London, Port Elizabeth, Ngqura, Cape Town and Saldanha.

2. SCOPE OF REQUIREMENTS

Resources are required to assist TPT's PFMA department to complete the testing of payments made in 2024-25 financial year to identify, quantify and disclose PFMA violations using PFMA compliance procedures on the PFMA register. Resources will test violations and other areas that may be assigned by PFMA compliance and reporting. Two (2) senior resources and four (4) junior resources as per the qualifications and experience listed in the technical criteria will be required for the period 09 January 2024 – 31 May 2025 (excluding the public holidays).

TPT seeks to appoint a qualifying service provider to provide resources to assist the finance department to quantify the full extent of PFMA violations.

The service provider must submit a CV for each of the 6 roles specified and candidates must be available to commence work at TPT. The resources will be involved in:

- Verifications and review of all payments to identify PFMA violations that are applicable to schedule 2 entities and the SCM policy of Transnet, using a set of procedures that will be issued by the PFMA department.
- Address all outstanding actions in the PFMA remedial plan.
- Perform any other PFMA compliance and reporting obligations.

If the payments verification process has been completed by the PFMA resources before the end of the contract, and no other work is available for the resources, they will be sent back to their offices as the contract is driven by the need for services.

The estimated timing for the PFMA resource is as follows:

Resource	Estimated rate	Total time
1 x Senior Resource	To be confirmed by service provider	5 months (09/01/2025 – 31/05/2025)
1 x Senior Resource	To be confirmed by service provider	5 months (09/01/2025 –31/05/2025)
1 x Junior Resource	To be confirmed by service provider	5 months (09/01/2025 –31/05/2025)
1 x Junior Resource	To be confirmed by service provider	5 months (09/01/2025 –31/05/2025)
1 x Junior Resource	To be confirmed by service provider	5 months (09/01/2025 –31/05/2025)
1 x Junior Resource	To be confirmed by service provider	5 months (09/01/2025 –31/05/2025)

Respondents will be required to submit a monthly rate for each of the 6 resources specified above for the time period requested. CV's will need to be submitted for the candidates suitable for the engagement. Resources must meet the criteria in terms of experience and qualification as stipulated in Annexure C attached:

If the payments verification process has been completed by the PFMA resources before the end of the contract, and no other work is available for the resources, they will be sent back to their offices.

Bidder to submit confirmation of their lead times in their company letterhead and they need to demonstrate the timelines for delivery of all PFMA resources to TPT from the date of receiving the PO/ Letter of award.

Additional information

Working hours

- The resources are required to work for a minimum of 8.5 hours a day between 08:00 and 16:30 during the week (inclusive of a 30-minute lunch break).
- The resources may be expected to work extended hours, weekends, and public holidays from time to time.
- The resources will be required to complete and submit a weekly timesheet, indicating the work done.
- Requests for leave must be submitted to the Senior Specialist: Finance, Risk, PFMA monitoring for approval. Once the leave has been approved by the Senior Specialist, the service provider must provide a temporary replacement to ensure deliverables are not impacted. Replacement must have the same experience and qualifications.
- Overtime might required to be worked depending on whether there is a need, but however, it will be compensated at the normal rate.

Experience/Qualification

Service provider must submit a CV for each role accompanied by proof of qualifications as stipulated on the CV:

Junior resource

- B. Com accounting degree (with majors in auditing and accounting) and/or B-TECH internal audit with 3 years relevant experience in PFMA compliance for schedule 2 entities.

Senior resource

- Registered with SAICA as a chartered accountant with experience in external audit, Auditor General of South Africa experience and 5 years relevant experience in PFMA compliance evaluation for schedule 2 entities

CVs of both junior and senior resources must be attached for a bidder to score maximum points.

Travel

- Resources will be required to use their own transport to and from TPT premises.
- No additional amounts relating to Travel and subsistence will be paid. The only costs that will be borne by TPT is the **rate per hour** for the resources.
- TPT resources will utilize the designated parking space of TPT

Workstations

- Each resource will be allocated a designated working space
- Each resource must bring their own laptop that will be configured for TPT's system, network etc.
- TPT will provide the necessary access to the TPT network, email, application systems, information repositories and network printers.

Lead time

- Upon award, the service provider must be able to start immediately or at a time determined by Transnet Port Terminals. Failure to provide the PFMA resources within the required time will result in the award being cancelled.

Security, Compliance and Governance

- The resources will be subject to the same health and security checks as TPT employees.
- Physical access to TPT premises will be provided by TPT.
- The service provider is required to comply with TPT's information security, application and communication policies and procedures. A resource found in breach may be subject to immediate dismissal, legal action etc. as informed by the policies and procedures of Transnet.
- TPT will enforce termination of the engagement of the resources where requests for services are not met timeously and/or of a poor quality.