



KUNSTE ONBEPERK

1995/008741/08

REQUEST FOR PROPOSALS (RFP) REF: KO0012018

SERVICES : External Audit Services

CLOSING DATE: 23 JULY 2018

CLOSING TIME: 16:30

Kunste Onbeperk NPC

Registered as a non-profit company: 1995/008741/08 • Registered as a non-profit organisation: 043-289-NPO

VAT #: 444 0155 481 • **Address:** 3rd Floor, Seppie Greeff Building, 76 Voortrekker Road, Oudtshoorn, 6625

Postal address: P O Box 1341, Oudtshoorn, 6620 • **Tel:** +27 (0) 44 203 8600 • **Fax:** +27 (0) 44 272 7773 • **E-mail:** info@kunste.org.za

Board: Crispin Sonn (Chairperson), Ismail Mahomed, Denver Moses, Wicus Pretorius,
Colan Sylvester, Hugo Theart (Acting CEO) and Johannes van Niekerk.

Patrons: Patrice Motsepe, Franklin Sonn, Ton Vosloo and Christo Wiese

CONDITIONS FOR COMPLETING BID DOCUMENTS

If any of the following bid forms are not completed and signed, or not handed in with your bid proposal with accompanying supporting documents on closing date and time, your proposal will be disqualified forthwith.

Please note:

- All the documentation submitted in response to this tender must be in English.
- The Contractor should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by *Kunste Onbeperk* in regard to anything arising from the fact that pages are missing or duplicated.

| Document | Comments | Submitted (Yes/No) |
|---|--|-----------------------|
| Invitation to Bid | Signed and duly completed | |
| Tax Clearance Certificate | Valid and original | |
| VAT Registration Certificate | Valid copy | |
| Certified copy of Company/Close Corporation Documentation/Partnership Agreement | Provide valid certified copies of: Certificate of registration; change of name certificate (where applicable); register of directors/members | |
| Proof of Registered Address | Valid copy must be submitted | |
| B-BBEE Certificate or B-BBEE Statement | Valid copy must be submitted | |
| Capacity | Total number of audit staff and staff that provide audit related services in the following categories: partners, managers and other | |
| Certified copies of IDs | For applicable partners/managers/other | |
| Curriculum Vitae | For applicable partners/managers/other | |

| | | |
|----------------------------------|--|--|
| IRBA Membership | For applicable partners/managers/other | |
| SAICA Membership | For applicable partners/managers/other | |
| SAICA registered training office | Proof of SAICA acknowledgment | |
| Authority of Signatory | Valid copy of Resolution | |
| Company Profile | | |

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF KUNSTE ONBEPERK

BID NAME: External Audit Services

BID NUMBER: KO 0012018

CLOSING DATE: 23 July 2018 **CLOSING TIME:** 16:30

DESCRIPTION: INVITATION FOR APPOINTMENT OF EXTERNAL AUDIT SERVICES FOR A PERIOD OF 3 (THREE) YEARS

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

DIE NEELSIE, 217 JAN VAN RIEBEECK STREET, OUDTSHOORN 6620

Kunste Onbeperk, a non-profit organisation, is the driving force behind the annual Klein Karoo National Arts Festival (KKNK) and Klein Karoo Klassique, as well as arts-industry development projects such as the annual Teksmark ("Script Market").

The organisation's mission statement is the promotion, encouragement and conservation of art, culture and traditions, using mainly Afrikaans as a medium. It also supports arts-related charitable work. The organisation's aim and vision is to be a leader in the arts world.

For more information visit www.kunste.org.za

The scope of work is to perform an external audit of the financial statements in accordance with the International Standards on Auditing and applicable legal and regulatory requirements.

The primary deliverables will be an auditor's opinion expressed in a written auditor's report on the financial statements concerned, as well as communicating with those charged with governance throughout the audit process (in writing or otherwise as may be required, and involving management, the Board and the Finance and Risk Committee).

Bidders should ensure that one original and one certified copy of the bid document are delivered timeously to the correct address.

If the bid is late, faxed or emailed, it will NOT be accepted for consideration.

The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.

The bid box is available during office hours from 08:00-16:30, Monday to Friday.

This bid is subject to the General Conditions of Contract.

All enquiries to this bid should be in writing and directed to info@kunste.org.za on or before 18 July at 16.30.

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER **FACSIMILE**

TELEPHONE NUMBER

VAT REGISTRATION NUMBER

SIGNATURE OF BIDDER **DATE:**

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT

EVALUATION CRITERIA

| | | Weight |
|-----------|---|--------|
| 1. | UNDERSTANDING THE BUSINESS | 15% |
| | | |
| | Experience and expertise in providing similar services to businesses in Oudtshoorn and the Klein Karoo. | |
| | | |
| | (Please provide a minimum of three reputable, contactable references where similar services were delivered) | |
| | | |
| | Does the auditor understand the environmental issues faced by Kunste Onbeperk and emerging industry trends? | |

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|-----------|---|-----|
| 2. | TECHNICAL AND GENERAL APPROACH | 25% |
| | | |
| | Is the methodology, scope of work and value-add throughout the audit process clearly defined? | |
| | Is there sufficient senior partner involvement and commitment from the firm to provide the services required? | |

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|-----------|---|-----|
| 3. | CAPABILITY, KNOWLEDGE AND EXPERIENCE OF THE TEAM LEADER AND THE TEAM TO BE USED FOR THE ASSIGNMENT | 15% |
| | | |
| | Qualification, skills and experience of the engagement partner | |
| | To what extent will the team be pro-active and continuously improve their service? | |
| | To what extent is the team transformed in terms of race and gender? | |
| | | |

| | | |
|-----------|---|-----|
| 4. | QUALITY CONTROL | 20% |
| | | |
| | Confirmation that the firm applies ISQC 1 and accordingly maintains a comprehensive system of quality control | |
| | Summary of quality control policies and procedures | |
| | Summary of outcome of latest IRBA firm inspection and inspection of the applicable engagement partner | |
| | Any legal or disciplinary proceedings currently pending or concluded in the last three years instituted against the firm or the applicable engagement partner | |
| | Any other quality indicators worth sharing | |
| | | |

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|-----------|---|-----|
| 5. | INDEPENDENCE AND OBJECTIVITY | 15% |
| | | |
| | Policies and procedures to ensure engagement teams are independent of audit clients | |
| | Any potential conflict of interest between the firm, engagement partner and Kunste Onbeperk | |
| | | |

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|-----------|--|------|
| 6. | General | 10% |
| | | |
| | Membership of Chamber of Commerce and/or support of businesses in Oudtshoorn or towns in Klein Karoo in 100km radius from Oudtshoorn | |
| | Involvement with arts organisations or other support of the arts | |
| | Extent of organisational fit | |
| | General reputation of the firm and engagement partner | |
| | | |
| | Total for functionality | 100% |
| | | |
| | | |
| | Final scoring | 100% |
| | | |
| | Functionality | 70% |
| | Bid Price | 20% |
| | B-BBEE Contributor Level (0-10) | 10% |
| | [Level 1 = 10 to non-compliant = 0] | |
| | | |