

INCEPTUS
Holding (Pty) Ltd



REQUEST FOR QUOTATIONS (RFQ)

In respect of provision of Accounting Services

RFQ REFERENCE NO: AS/RFQ/INCEPTUS/03/03/2023

Closing Date: Friday, 03 March 2023 at 12:00pm

The Tender Box:

INCEPTUS HOLDING (PTY) LTD

Private Bag 13301

Windhoek

Namibia

REQUEST FOR QUOTATION (RFQ)

1. INTRODUCTION

Inceptus Holding (Pty) Ltd (“Inceptus”) is a whole owned University of Namibia (“UNAM”) private company responsible for its business activities. The holding company has been in existence for five (5) years, while its subsidiary (Inceptus Hospitality and Tourism (Pty) Ltd) has only been in operation for one (1) year.

2. SPECIFIC ANNUAL SERVICES

Provide itemised quotation for the provision of the following services for a period of 3 Years:

- 2.1 Bookkeeping (the Holding company and its subsidiary)
- 2.2 Financial reporting (provide monthly, quarterly, and annual management accounts including project reporting)
- 2.3 Payroll services (20-30 Staff members with no benefits including directors)
- 2.4 Implementation and supervision of adequate filing and records system for all transactions
- 2.5 Advisory services (on request) including assistance in development of internal policies, procedures, and controls
- 2.6 Financial planning, including cash flow forecasts and analysis
- 2.7 Preparation of budget
- 2.8 Tax (Income Tax, VAT, Import Tax, PAYE etc)/Compliance
- 2.9 Social Security Commission Good standing/Compliance
- 2.10 Secretarial services (*on request*)
- 2.11 Audit preparation and supervision (liaising with external and internal auditors)
- 2.12 Preparing draft AFS

3. DURATION OF THE SERVICE

The contract is expected to run for 3 years, renewable every twelve (12) months (on or before 01 February of each year). The contract may be extended for a further period as may be decided on mutual agreement depending on the performance of the service provider and requirement of work.

4. MINIMUM REQUIREMENTS

- 4.1 A minimum of 5 years’ experience in similar assignments.
- 4.2 Valid registration or membership with the Institute of Chartered Accountants of Namibia (ICAN) or Chartered Institute of Management Accountant (CIMA) or Southern Africa Institute for Business Accountants (SAIBA).
- 4.3 Knowledge of and understanding of treasury functions (investments, risk management) would be an added advantage.
- 4.4 Knowledge of the company act as well as s requirements and legislative structures/frameworks governing Private Companies.
- 4.5 Office location within Windhoek would be an added advantage.

5. COMMUNICATION DURING TENDER PROCESS

All enquiries may be only directed in writing (e-mail) to the following address:

Email: inceptus@unam.na

Telephone: +264 61 206 4364

When making written enquires, the bid number must always be referred to in the Subject line of the email or letter. Telephonic enquiries will not be considered. Where Inceptus sees fit and where applicable, responses to queries will be distributed to all interested bidders.

The bidder must make enquiries, preferably by e-mail not later than **Friday, 24 February 2023 @ 12h00.**

6. RFQ RESPONSE, SUBMISSION FORMAT AND TIMELINES

6.1 RFQ Response: In responding to this request, we request the following information:

- a) A company profile detailing the mission and values of your organisation, proven track record and details of experience in finance and accounting services as per International Financial Reporting Standards provided to similar organisations.
- b) A detailed methodology to be used for this assignment, including a description of how your firm will approach the finance and accounting management of the Inceptus Holding and its Subsidiaries, including the use of any association or affiliate member firm personnel; commitments to staff continuity (please indicate your staff turnover experience in the last three years); use and availability of technology and infrastructure for the assignment; communication process to be used between your firm and the Inceptus; how and why your firm is different from other firms in the industry, and why our selection of your firm as our independent accountants would be in our best interest.
- c) A detailed organizational risk mapping and mitigation approach and measures focusing on data security and privacy systems and processes. A business continuity plan in the event of significant system lapse, process failures and/or human resource risks.
- d) Detailed and current CVs of key personnel (minimum 2 personnel on different and relevant seniority levels) that will be assigned to the project, including defined roles and responsibilities. The CVs must include registrations with ICAN/CIMA membership where applicable for senior/managerial personnel assigned, details of expertise and experience related to understanding the functions and operations of public as well as not-for-profit sector entities and exposure to IFRS application and involvement in audits. The CVs should be supported with proof of relevant and adequate qualifications.
- e) At least three (3) references from clients for whom you have provided continuous accounting services for a minimum of one year together with traceable contact details.
- f) Information on whether your firm currently provide similar services to any related industry, company or institution.
- g) Detailed fee proposal/quotation for the year 2023, with whatever guarantees can be given regarding increases in future years, including a preferred pricing model and payment terms.

6.2 Copies for submission and format and delivery

Each RFP Response is required to be delivered to Inceptus by way of:

- a) Two (2) hard copies of the entire RFQ Response and each containing the technical proposal

and fee proposal/quotation in the same document. One marked original and the other copy and submitted in one enveloped.

- b) One (1) soft copy of the entire RFQ Response on a USB Drive in PDF Format only and must be properly indexed, readable and capable of being opened, and submitted in the same envelop referred to in paragraph (a) above.
- c) All RFQ response pages should be numbered consecutively from beginning to end and there should be a detailed index to the entire RFQ response.
- d) The bidder shall be required to provide a signed covering letter confirming the accuracy of the amounts presented in response to RFQ.
- e) The Language of the RFQ response must be English and any printed literature submitted with the RFQ response must also be in English.

6.3 Timelines

BID CLOSING DATE: FRIDAY, 03 MARCH 2023 @ 12H00PM.

6.4 Submission of RFQ Responses

The RFQ Response, must be submitted to Inceptus during office hours and by not later than the time and date stipulated on the covering page of this document (RFQ), at the following address:

THE TENDER BOX

Inceptus Holding (Pty) Ltd Offices
Old Library 1st Floor
University of Namibia (Windhoek Main Campus)
Contact: +264 61 206 4364

NB: Do not submit in the UNAM Tender Box as this will result in you being disqualified.