

## **TOR to determine and verify the present status of the Health Corporations**

**With reference to Iulaan No.: (IUL) 13-M/13/2012/19 dated 12<sup>th</sup> March 2012**

The assignment is divided into 5 different groups. Group A, B, C, and D can be conducted by different teams. Group E is an overall task which must be carried out within the assignment, and must form part of the final output. Price must be quoted individually (by Groups) and as a whole (as one whole assignment). Bidders must quote for all groups.

### **GROUP A**

1. Determine the fixed asset register (verify the existing fixed asset registers and where such registers are not available create one)

### **GROUP B**

2. Valuation of all the assets

### **GROUP C**

3. Determine list of debtors and creditors including the number of days outstanding days (Verify and/or create a list of debtors and creditors with aging report)
4. Determine and verify other current assets (including cash and cash equivalents, fixed deposits, short term investments, etc)
5. Determine the short and long term liabilities (verify or determine all liabilities including contingent liabilities, if any)

### **GROUP C**

6. Determine the ownership status of all land allocated to the corporations.
7. Determine the staff register including salaries, allowances and advances paid to staff (verify all existing employment including employee names, monthly salaries, allowances, other benefits including any advances payable or paid to employees and directors.)
8. Determine the list of commitments and their present status of short, medium and long term commitments including but not limited to
  - a. Agreements to procure materials and or services
  - b. Agreements to sell materials and or services at pre-determined rates
  - c. MOU's
  - d. Letters of Intent
  - e. RFP's
  - f. Formal joint ventures (verify, list or determine all commitments including the current status and consequences. Include the following (a) agreements/contracts to procure materials and or services, (b) agreements/contracts to sell materials and or services, (c) MOUs, (d) letters of intent, (e) RFPs, (f) joint ventures, (g) any other commitment or venture of similar nature or form

**GROUP D**

9. Determine and verify the stock/inventory as at the date of verification.

**GROUP E - OVERALL TASKS APPLICABLE TO ALL GROUPS**

10. In each of the above determine whether any material change has occurred after 7<sup>th</sup> February 2012.
11. Determine the balance sheet as at reporting date (verify the representativeness of the last balance sheet, profit and loss statement and cash flow including any notes in the financials. Where relevant financials are absent prepare draft financials).