

BID FOR: **INTERNAL AUDIT SERVICES AT THE PLAYHOUSE COMPANY** **FOR A PERIOD OF THREE (3) YEARS**

BID NUMBER: PHC 94/2026

For enquiries Mr. Siya Mangele: accountant2@playhousecompany.com Mrs Kay Khan: KayK@playhousecompany.com Mr. Athaphiwe Xaba: Buyer@playhousecompany.com Tel: (031) 369 9507 / (031) 369 9555	For submission of bids Email: tenders@playhousecompany.com NB: This mailbox will be monitored only on the tender closing date and time. Do not send enquiries to this address. Bids received after the closing time will be disqualified and will not be considered. Bids sent to an enquiry email address instead of the designated submission address will not be considered.
Name of bidder: Tender amount for 3 years (VAT Inclusive): R	

Closing date : 02 November 2026

Time : 11:00 am

Validity period: 90 days from closing date

BIDDERS ARE RESPONSIBLE TO ENSURE THAT THE BID DOCUMENTS ARE COMPLETE AND ALL PAGES ARE SECURELY ATTACHED.

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SECTION 1

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PLAYHOUSE COMPANY					
BID NUMBER:	PHC 94/2026	CLOSING DATE:	02 November 2026	CLOSING TIME:	11:00am
DESCRIPTION	INTERNAL AUDIT SERVICES AT THE PLAYHOUSE COMPANY FOR A PERIOD OF THREE (3) YEARS				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Siya Mangele		CONTACT PERSON	Siya Mangele	
TELEPHONE NUMBER	031-369 9507		TELEPHONE NUMBER	031-369 9507	
E-MAIL ADDRESS	Accountant2@playhousecompany.com		E-MAIL ADDRESS	Accountant2@playhousecompany.com	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SECTION 2: SPECIAL INSTRUCTIONS TO BIDDERS

1. RESPONSIVENESS CRITERIA

The Playhouse Company will consider no BID unless it meets the following responsiveness criteria. If a NO response is indicated for any one of the items below, the BID WILL BE DISQUALIFIED:

Mark with an "X"				Failure to complete this section will result to a disqualification
YES		NO		CSD registration report generated within 30 days before the bid closing date, reflecting the bidding legal entity's active registration and tax compliance status.
YES		NO		Valid SARS Tax Compliance Status PIN issued to the bidding legal entity. Tax compliance will be verified at evaluation and before award.
YES		NO		All mandatory tender returnable, declarations and SBD forms applicable to the bid must be fully completed, signed and submitted.
YES		NO		Valid BEE affidavit / SANAS approved certificate.
YES		NO		Valid COIDA / Compensation Fund letter of good standing.
YES		NO		Signed resolution, letter of authority, delegation or equivalent evidence confirming that the signatory is authorised to submit and sign the bid on behalf of the bidding legal entity.
YES		NO		Proof of current public liability.
YES		NO		Completed and signed pricing schedule and comprehensive line-item budget for each contract year from 1 April 2027 to 31 March 2030. Bidders must price and allocate exactly 500 billable professional hours per financial year. The tendered annual price must include VAT and all ordinary costs of delivering the approved internal audit programme, including local travel, attendance, meetings and routine disbursements. Only exceptional travel, accommodation or other costs specifically requested and approved in writing in advance by The Playhouse Company may be reimbursed separately.
YES		NO		A proposed organogram and the names, qualifications and experience of key contract-management personnel.

This section is only applicable if you are subcontracting part of the contract.

Mark with an "X"				SUB-CONTRACTING
YES		NO		Are you sub-contracting? If yes.
Name of sub-contractor:				
% percentage sub-contracting				
YES		NO		The subcontractor's CSD registration report was generated within 30 days before the bid closing date and reflects an active registration and compliant tax status.
YES		NO		The sub-contractor will not change throughout the duration of the contract.

2. BID PROCEDURES AND INSTRUCTIONS

In the procedures described below, kindly interpret the singular to include the plural. (A list of contact telephone numbers appear at the end of this section and on the cover).

Bidders are asked to:

☐ Yes ☐ No Review all the documentation as listed above.

☐ Yes ☐ No Complete the bid documents as indicated. (Use black ball point pen). Any alterations made must be initialed.

☐ Yes ☐ No Submit the completed bid electronically by email as an attachment or secure download link to tenders@playhousecompany.com on or before the bid closing date and time. Do not send enquiries to this address.

No bids will be accepted after the cut-off time.

Bids submitted will be reviewed in accordance with our SCM Policy, National Treasury Regulations and the PFMA and the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC)

Acceptance of contract of Agreement shall be simultaneous with the award of the bid to the successful bidder.

There shall be a **public opening** of the Bids received, with the **names of the bidders announced only** and a list of the bids received will be published on The Playhouse Company website. There shall be no discussions with any enterprise until evaluation of the bid has been complete. Any subsequent discussions shall be at the discretion of The Playhouse Company. Unless specifically provided for in the bid document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

SECTION 3: INFORMATION FOR SERVICE PROVIDERS

1. BACKGROUND

The Playhouse Company comprises prime live theatre venues in the Province of KwaZulu Natal (KZN). The Playhouse Company is situated in the heart of Durban Central Business District. It is a multi-venue complex housed within Tudor and Moorish style buildings. The theatres were restored to their former glory and were combined to form KwaZulu Natal's live entertainment complex known as The Playhouse Company which re-opened in 1986. The Playhouse Company employs its resources and facilities for a variety of artistic programs. The objectives of The Playhouse Company are to:

- Empower talented, gifted and previously disadvantaged people of the Province of KwaZulu Natal
- To provide artistic skills through projects and programs.
- To create an environment that will nurture growth, innovation and excellence in all performance art forms and
- Ultimately to contribute towards a vibrant culture in the leisure and entertainment industry that will provide employment to cultural practitioners in the region as well as make a significant contribution to KwaZulu Natal.

The KwaZulu-Natal Performing Arts Company trading as The Playhouse Company was declared a Cultural Institution by the Minister of Arts Culture, Science & Technology in March 2003, in terms of Section 3 (1) of the Cultural Institutions Act 1998 (Act No 119 of 1998)

The Playhouse Company is a Schedule 3 Public Entity classified in terms of the Public Financial Management Act. The Playhouse Company was de-registered for VAT by SARS effective 31/03/2005 as for all such Public Entities.

2. REQUIREMENT OF THE BID

The requirement of this bid is for the provision of services/goods as stated on the cover page.

2.1 TERMS OF ENGAGEMENT

The bid will be for the duration of the services/goods as stated on the cover page. The timelines are as follows:

Placing of advert	09 October 2026
Compulsory site briefing (231 Anton Lembede Street, Durban, 4001)	Not applicable
Closing of tender	02 November 2026 at 11:00 a.m.
Tender award to successful bidder	01 February 2027
Contractor commencement	01 April 2027

We do not guarantee that the award date and contract commencement date will materialise as indicated, we reserve the right to change them as and when required.

2.2 CANCELLATION OF TENDER

The Playhouse Company's Accounting Officer (AO) or Accounting Authority (AA) may, before the award of a tender, cancel a tender invitation if:

1. Due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
2. Funds are no longer available to cover the total envisaged expenditure;
3. No acceptable tender is received;
4. There is a material irregularity in the tender process; or
5. Negotiating a fair market price has failed.

3. REQUIRED BIDDING FORMAT AND CONTENT

The bid should include at least the following information:

1. First / Front page listing clearly:

1. Service Provider's registered name of company and company registration number.
2. Contact details for tender clarifications purposes (person/s name, telephone, cell phone and fax numbers, e-mail address, physical and postal addresses)

2. Description of business:

1. The bidder's business outline (focus area, turnover, profit, structure, shareholding, information technology, staff training etc.)
 - 1.1. Involvement of SMME/s
 - 1.2. Location of Business Base

3. Track Record

- 3.1 ☐ Yes ☐ No Similar contracts performed or currently being performed (experience within the industry). A minimum of five (5) current references for verification purposes.

Company Name	Contact Person	Contact Number	Contract Value
1.			
2.			
3.			
4.			
5.			

- 3.2 ☐ Yes ☐ No Client references to be submitted including individual names and contact telephone numbers.
The bidder's permission is required by The Playhouse Company to pursue references on the Contractors performance

4. Financial bid should provide as much detail as possible.

- 4.1 See section 17 for financial proposal.

5. Proposed Contract Workers

- 5.1 Organogram of management and ownership.
1. Partner/s or Director/s with detailed CV/s.
 2. Summary CV/s (experience, skills, qualifications) of senior supervisory individuals.

6. Commencement of contract

- 6.1 ☐ Yes ☐ No The successful service provider will be required to commence with the services as per the dates detailed under 2.1 Terms of Engagement above.

SECTION 4: REGISTRATION OF SUPPLIERS ON THE PLAYHOUSE COMPANY DATABASE

Suppliers must be registered on the National Treasury's Central Supplier Database (CSD) on www.csd.gov.za.

A CSD Registration report must accompany this document on submission.

CSD Registration Report attached?

Yes

No

1. OWNERSHIP

1.1 Is there equity ownership by BEE?

YES / NO

1.2 Is this a joint Venture Entity?

YES / NO

1.3 If 1.1 or 1.2 is yes, provide names of Black partners hereunder and % shareholding/ holding company:

	%		%
	%		%

1.4 What is HDI ownership percentage?

2. EXECUTIVE MANAGEMENT & BOARD MEMBERS' INVOLVEMENT

2.1

Full Name	ID Number	SA Citizen before 27/4/94 Yes/No	Capacity: Member/ Partner/ Shareholder/ Trustee/ Beneficiary	% Owner ship/Part nership/ Trust/ Interest	M/F	Disabled Yes/No	HDI Yes/ No	(*) Race W/B/ I/C/ Other	%of Time devoted to the Business

(*) NB: The request for the Race of a person herein is required for STATISTICAL PURPOSES ONLY and is not intended to prejudice any Service Provider in any manner whatsoever.

LEGEND

(M) – Male (F) – Female (W) – White (B) – Black (I) – Indian (C) – Coloured

2.2 What percentage comprises Black Senior Management?

3. HUMAN RESOURCES

3.1 Is there an Employment Equity plan in your organisation **YES / NO**

3.1.1 If yes, indicate the DOL (Dept of Labour) status with regard to the plan and attach relevant certificate:

3.2 Please complete the following Employment Equity Statistics:

Occupational Levels	MALE				FEMALE				TOTAL
	B	W	C	I	B	W	C	I	
Top Management									
Senior Management									
Professionally qualified experienced specialists and mid management									
Skilled technical and academically qualified workers, junior management, supervisors, superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
TOTAL									

Key: B – Black, W – White, C – Coloured, I – Indian

3.3 Skills development expenditure as a proportion of total payroll:

3.3.1 What is the total payroll per annum **R**

3.3.2 What is the total training expenditure for the past financial year **R**

3.3.3 What percentage of training expenditure was allocated to HDI's _____%

4. **INDIRECT EMPOWERMENT**

4.1 Does your company have a Preferential Procurement Policy? **YES/NO**

And if so do you have a scorecard to measure that?

4.2 What percentage of goods/services were sourced from Black suppliers with a Dept of Trade and Industry weighted average of 20% and above in the past twelve months _____%

4.3 Have you invested or offered business and non-business related support to BEE companies **YES/NO**

If yes, state:

Company	Total Assets	Nature of Investment/Support

5. **SMME STATUS**

Total full-time paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	REMARKS (for office use)

6. **TRADE REFERENCES**

Please provide at least three trade references:

Client	Contact Person	Contact Number	Account Number

I hereby declare the information provided above and contained in the CSD Report is true and correct.

SIGNATURE FOR AND ON BEHALF OF THE APPLICANT COMPANY

DATE

NAME OF SIGNATORY

CAPACITY OF SIGNATORY (POSITION HELD IN COMPANY)

SECTION 5: PRICING SCHEDULE – PROFESSIONAL SERVICES

NOTE: A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED ACCORDING TO THE SCOPE OF WORK

NAME OF BIDDER:

BID NO.: PHC 94/2026

CLOSING DATE: 02 November 2026

CLOSING TIME 11:00 AM

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF THE BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....		R.....	R.....
.....		R.....	R.....
.....		R.....	R.....
.....		R.....	R.....

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R		R.....
.....	R		R.....
.....	R		R.....
.....	R		R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....
7. Estimated man-days for completion of project.....
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....
-
-
-

*[DELETE IF NOT APPLICABLE]

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/10 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The Playhouse Company reserves the right to request the tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7. The Playhouse Company reserves the right to negotiate the price with the bidder scoring the highest points.

1.8. The Playhouse Company may in writing request clarification of the tender offer or additional information, after the tender had closed and during the evaluation of tenders. No change in the competitive position of the tenderer or substance of the tender offer is sought, offered, or permitted.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. **Table 1: Specific goals for the tender and points claimed are indicated per the table below.**
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage owned (To be completed by the Tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer) *Number of points multiplied by Percentage owned
Owned by Black people	6		
Owned by Women	6		
Owned by Youth	2		
Owned by Disabled people	2		
Owned by SMME'S- QSE and EME	4		
Total Points	20		

****Means of Verification is a valid B-BBEE Certificate or affidavit. Failure to submit such will result in zero points being awarded.**

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

.....

2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract,
within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1
....

2

SECTION 9: DECLARATION OF SERVICE PROVIDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 8

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied) The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 10: CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

SECTION 11: SITE INSPECTION CERTIFICATE

NB: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved:.....

Bid no:.....

Service:.....

THIS IS TO CERTIFY THAT (NAME).....

ON BEHALF OF.....

VISITED AND INSPECTED THE SITE ON (DATE).....

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF SERVICE PROVIDER OR AUTHORISED REPRESENTATIVE

DATE:.....

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

.....
DEPARTMENTAL STAMP
(OPTIONAL)

DATE:.....

SECTION 12: EVALUATION CRITERIA

Evaluation of the bid responses will be done in 4 phases (referred to as gate 0, gate I, gate II and gate III) and is based on predetermined weightings.

GATE 0: Prequalification gate

Please note: Failure to submit the mandatory documentation and information stated above will result to the bid failing the PPPFMA Evaluation

GATE I: Technical Evaluation

- a) Only bids with all information supplied in GATE 0 as requested will be evaluated in Gate I (Technical).
- b) Bids that pass through gate 0 will be evaluated for financial stability, capability and ability to execute the contract.
- c) A minimum of **75%** on the Gate I Technical Evaluation is required for bids to be considered for Gate II evaluation.

GATE II: PPPFMA 80/20 Evaluation

- a) Only bids achieving the minimum GATE I technical evaluation pass rate will be considered for Gate II evaluation.
- b) The Gate II evaluation will be conducted according to PPPFMA treasury act rules.
 - Price 80 points
 - Specific Goals 20 points

GATE III: OBJECTIVE CRITERIA

In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals justify the award to another bidder. After price and specific goal evaluation, the Bids must be checked to determine compliance with prescribed objective criteria.

SECTION 13

PREQUALIFYING CRITERIA:

CSD registration report	CSD registration report generated within 30 days before the bid closing date, reflecting the bidding legal entity's active registration and tax compliance status.
Tax compliance status	Valid SARS Tax Compliance Status PIN issued to the bidding legal entity. Tax compliance will be verified at evaluation and before award.
Mandatory declarations and SBD forms	All mandatory tender returnable, declarations and SBD forms applicable to the bid must be fully completed, signed and submitted.
B-BBEE	Valid BEE affidavit / SANAS approved certificate.
Compensation Fund	Valid COIDA / Compensation Fund letter of good standing.
Authority to submit the bid	Signed resolution, letter of authority, delegation or equivalent evidence confirming that the signatory is authorised to submit and sign the bid on behalf of the bidding legal entity.
Insurance cover	Proof of current public liability.
Detailed pricing schedule	Completed and signed pricing schedule and comprehensive line-item budget for each contract year from 1 April 2027 to 31 March 2030. Bidders must price and allocate exactly 500 billable professional hours per financial year. The tendered annual price must include VAT and all ordinary costs of delivering the approved internal audit programme, including local travel, attendance, meetings and routine disbursements. Only exceptional travel, accommodation or other costs specifically requested and approved in writing in advance by The Playhouse Company may be reimbursed separately.
Organogram and key personnel	A proposed organogram and the names, qualifications and experience of key contract-management personnel.

Failure to submit mandatory evidence will render the bid non-responsive.

SCOPE OF WORK

1. BACKGROUND

The Playhouse Company requires a suitably qualified and experienced service provider to deliver and manage its fully outsourced internal audit function. The successful bidder will be appointed as the outsourced Internal Audit Service Provider and will be responsible for the delivery and management of the internal audit function for the duration of the contract. A service level agreement will be entered into between the appointed Service Provider and The Playhouse Company.

1.1 Organisational profile:

The Playhouse Company is a Schedule 3A public entity operating in the performing arts sector in Durban. Its operations include theatre and performance venues, administration, technical operations, procurement and supply chain management, finance, human resources, facilities and asset management, information technology, and performance-information reporting. Bidders must use this profile, together with the published annual reports and information made available during the bid process, to assess the nature and complexity of the audit environment.

Annual reports are available on our website www.playhousecompany.com

2. TERMS OF ENGAGEMENT

- 2.1 The contract for internal audit services will be effective from 1 April 2027 for a 3 year period ending on 31 March 2030.
- 2.2 The contract provides for a maximum of 500 billable professional hours in each financial year. The annual allocation is inclusive of risk assessment and planning, preparation and updating of the rolling three-year strategic plan and annual internal audit plan, execution of approved audit assignments, supervision and review, working papers, reporting, follow-up audits, progress meetings, and attendance and presentation at scheduled Audit and Governance Committee meetings. No fee may be charged above the applicable annual allocation.
- 2.3 The 500 hours relate to the Internal Audit programme. Forensic investigations and material ad-hoc assignments requested outside the approved annual internal audit plan shall not form part of the 500 hour allocation. Unless the Audit Committee specifically approves a reallocation of hours. Such additional work may only be undertaken following written authorisation and shall be charged at the tendered hourly rates.
- 2.4 The bidder must nominate an Engagement Director who will perform the Chief Audit Executive/Head of Internal Audit equivalent role. This person must have functional access to the Chairperson of the Audit and Governance Committee and administrative access to the Chief Executive Officer and Chief Financial Officer, and will be accountable for overall quality, independence, delivery and reporting.

3. INTERNAL AUDIT OBJECTIVITY

- 3.1 Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of the internal control, risk management and governance processes.
- 3.2 The internal audit objective will be an objective assurance and consulting activity, which will assist The Playhouse Company to accomplish their objectives.
- 3.3 All internal audit services must be performed in accordance with the Institute of Internal Auditors' Global Internal Audit Standards™, the applicable requirements of the International Professional Practices Framework (IPPF), the Public Finance Management Act, 1999, Treasury Regulations, and all other applicable legislation and regulatory requirements. The bidder must demonstrate the capability to apply these requirements within a public-entity environment.

4. SCOPE OF INTERNAL AUDIT WORK

- 4.1 The scope of work for the internal audit services follows from The Playhouse Company's Audit and Governance Committee Charter, which guides the organisation's approach to the provision of internal audit services. The Charter is aligned with the Public Finance Management Act, 1999 (PFMA), the Treasury Regulations and the Institute of Internal Auditors' Global Internal Audit Standards™. The Charter is reviewed and approved annually by the Audit and Governance Committee.
- 4.2 Internal audit work will ordinarily be carried out at The Playhouse Company's premises. The tendered price must include all ordinary costs associated with delivering the 500 annual audit hours at those premises, including local travel, attendance, meetings and routine disbursements. No travel, accommodation, subsistence or other disbursement will be reimbursed unless the specific requirement is requested and approved in writing by The Playhouse Company in advance.
- 4.3 The successful tenderer will be required to perform the following:
- a. Financial auditing
 - b. Compliance auditing
 - c. Performance auditing
 - d. Computer auditing
 - e. Investigative (forensic) auditing as and when required, and
 - f. Auditing of Ad hoc projects as and when required.
- 4.4 The 500 annual hours relate to the approved internal audit programme. Forensic investigations and material ad hoc assignments requested outside the approved annual internal audit plan do not form part of the 500-hour allocation unless the Audit and Governance Committee specifically approves a reallocation of hours. Additional work may commence only after written authorisation by The Playhouse Company, must be supported by an agreed scope and estimated hours, and will be charged at the tendered hourly rates applicable to the personnel used.
- 4.5 Audit methodologies and approaches entailing Planning, Execution and Reporting phases for each audit should be provided.

5. MINIMUM ANNUAL DELIVERABLES

The Service Provider must perform a risk-based internal audit programme that tests and evaluates the adequacy and effectiveness of The Playhouse Company's governance, risk management and internal control systems. The annual scope, assignments, budgeted hours, deliverables and due dates must be incorporated into the approved rolling three-year strategic internal audit plan, annual internal audit plan and service level agreement. In performing the approved programme, the Service Provider must:

- a. Review The Playhouse Company's risk management processes and current risk register and use the results to inform the risk-based internal audit programme.
- b. Review the reliability and integrity of financial and operational information, including the Annual Financial Statements, the process used to compile them, and management's implementation of actions arising from Auditor-General findings.
- c. Review the systems established by Management to ensure compliance with policies, plans and procedures approved by the Accounting Authority, and with applicable legislation and regulatory requirements governing The Playhouse Company.
- d. Review controls over the recording, accountability and safeguarding of property, plant and equipment, including the accuracy, validity, completeness and existence of assets recorded in the fixed asset register.
- e. Appraising the efficiency and effectiveness with which resources are utilised and identifying opportunities to improve operating performance.
- f. Review operations, programmes and performance information to determine whether results are consistent with approved objectives and goals, whether activities are being carried out as planned, and whether financial and non-financial targets in the Annual Performance Plan are appropriately designed, implemented and reported.
- g. Perform any material ad hoc assignment recommended by Management and approved in writing by the Audit and Governance Committee, subject to the separate authorisation and pricing provisions applicable to work outside the approved annual internal audit plan.
- h. Maintain a documented quality assurance and improvement programme covering all aspects of the internal audit services; comply with the applicable Global Internal Audit Standards requirements for internal and external quality assessments; and provide the latest available independent external quality assessment report, where applicable.
- i. Liaise and coordinate with the external auditors, where necessary, to support effective audit coverage and avoid unnecessary duplication of work.
- j. Prepare and submit, as applicable, the annual risk assessment or review; updated rolling three-year strategic internal audit plan; annual internal audit plan with budgeted hours; engagement letter, information request and audit programme for each approved assignment; complete working papers and supporting audit evidence; draft and final reports incorporating root-cause analysis and practical

recommendations; follow-up reports on agreed management actions and internal and external audit findings; quarterly progress reports to the Audit and Governance Committee; presentations at scheduled Committee meetings; and an annual internal audit opinion and report on governance, risk management and internal controls.

6. KEY PERFORMANCE AREAS

The successful tenderer will perform the following functions. The Key Performance Areas against which the Service Provider's performance will be measured are set out below:

Key Responsibilities (What)	Activities (How)	Results Indicators (Why)
Regularity audits	Internal audits of all the institution's activities, as determined by the approved annual internal audit plan, including the following: • Planning the audit • Examining and evaluating information • Conducting root cause analysis regarding findings • Communicating results in the prescribed report format in accordance with the IIA standards • Follow up actions by Management on findings and recommendations.	To advise Management on compliance with laws, regulations and policies
Fraud prevention, detection and action	Review the adequacy of and compliance with the institution's fraud prevention strategy and plan. Where requested, perform preliminary fact-finding to assess whether allegations warrant a separately authorised forensic investigation. Internal audit and forensic personnel must be appropriately segregated to preserve objectivity. The Service Provider must establish and document facts, preserve evidence, report findings	To strengthen fraud prevention and detection controls; provide objective, evidence-based findings; support management and the Accounting Authority in determining appropriate corrective, disciplinary, civil or criminal action; and facilitate lawful referral to relevant authorities where warranted.

	and recommend corrective action. Management and the Accounting Authority remain responsible for deciding on disciplinary, civil or criminal action and for referring matters to law-enforcement authorities where appropriate.	
Forensic audits (only when required)	When separately authorised, scope and conduct or coordinate the forensic investigation; establish and document facts; preserve relevant evidence; quantify losses where reasonably possible; report findings; and recommend control improvements and appropriate referral or corrective action.	Objective, evidence-based findings; preservation of supporting evidence; quantified actual or potential losses where reasonably possible; practical recommendations to address control weaknesses; and referral to management and the Accounting Authority for decisions on recovery, disciplinary, civil or criminal action, as appropriate.
Ad hoc investigations	Investigate issues recommended by Management and approved in writing by the Audit and Governance Committee, in accordance with the separate authorisation provisions for additional work.	To report findings to Management in order to determine whether further actions are required.
Performance audits	Executing audits of performance information in terms of the audit plan, including the planning, setting of targets, application of SMART principles, and compliance with legislation.	To determine whether resources at The Playhouse Company are applied effectively and economically.
Reporting	Report on all activities of the internal audit function to Management and the Audit and Governance Committee.	To enable Management and the Audit and Governance Committee to evaluate the efficiency and effectiveness of the internal audit function.
Managing the internal audit function	Meetings on a regular basis Evaluation of outputs	To ensure that Management is furnished with accurate and up-to-date information.

7. EXTENT OF WORK

Performance of audit assignments will be as follows:

- a. Assignments must be performed in accordance with the Institute of Internal Auditors' Global Internal Audit Standards™, the applicable requirements of the IPPF, the PFMA, Treasury Regulations and other applicable requirements. The Service Provider must maintain a documented quality assurance and improvement programme and demonstrate compliance with the applicable requirements for internal and external quality assessment. The latest available independent external quality assessment report must be provided where applicable; the contract does not, by itself, require the Service Provider to commission a separate external assessment solely for this engagement.
- b. Include an engagement letter for every audit as per the approved Internal Audit Plan, together with the request for information, which is presented to the Chief Financial Officer and Department Heads for signing off.
- c. All audit reports will become the property of The Playhouse Company.
- d. The performance of each assignment shall be in accordance with the annual audit plan.
- e. The successful tenderer must ensure that all personnel remain independent and objective in relation to the activities they audit. The Service Provider may not design, implement, operate or assume management responsibility for controls or processes that it may subsequently audit. Any actual, potential or perceived conflict of interest or impairment to independence must be disclosed immediately to the Chairperson of the Audit and Governance Committee.
- f. On a mutually agreed basis, the consultant shall meet with the Chief Financial Officer of The Playhouse Company or his/her delegate to report on the progress of the work.
- g. In planning and conducting its work, the Service Provider must seek to identify serious control deficiencies that may result in malpractice, fraud or irregularity. Any material deficiency, suspected fraud or serious irregularity must be reported promptly and confidentially to the Accounting Authority and the Chairperson of the Audit and Governance Committee in accordance with the approved escalation protocol.
- h. The successful tenderer will be required to attend strategic and operational risk workshops necessary for the approved internal audit programme. Attendance, preparation, reporting and ordinary related costs must be included within the applicable annual 500-hour allocation and tendered price, unless a separate requirement is specifically authorised in writing.

8. TECHNICAL SPECIFICATIONS

8.1 Technical Component

To clearly describe the tenderer's understanding of the work to be done, the bidder will:

- a. Explain the bidder's approaches to performing an internal audit, including the audit methodology, nature, timing and extent of audit procedures to be performed.
- b. Make a statement concerning the independence of the bidder, including any relationship of the proposed audit team to employees of The Playhouse Company and members of The Playhouse Company's Audit and Governance Committee; and
- c. Demonstrate experience and expertise of auditing public sector entities and in compliance with PFMA No.1 of 1999

8.2 Management Component

The bidder will furnish satisfactory evidence of its capability to provide professional and timely services. To meet this requirement, the bidder must:

- a. Provide proof of current membership or registration with an appropriate professional body, such as the IIA, IRBA or SAICA, as applicable, and provide the latest independent external quality assessment report for the internal audit practice, where applicable.
- b. State whether the bidder is currently under the terms of a public or private reprimand/warning of a professional association.
- c. Provide an organogram or list of partners, managers, specialists and internal audit staff in the company.
- d. Describe the proposed audit team, in terms of job positions in the firm.
- e. List the names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background/detailed resumes of all staff members named and professional memberships held.

- f. Provide details of staff training and development policies and procedures with specific mention of continuing professional accounting and auditing experience/qualifications received by the proposed audit team during the last two years.
- g. Provide training program and training certificates for the core audit team as evidence of training attended.

8.3 Task/Activity plan

The bidder must provide a three-year plan of action covering the full contract period. For each contract year, the plan must specify budgeted hours, timelines, sequence of audit procedures, deliverables and named personnel. It must include a personnel-level allocation showing proposed hours for the Engagement Director, Internal Audit Manager, Senior/Internal Auditor, Auditor, IT/CAAT Specialist and any other personnel assigned to the approved internal audit programme. The annual allocation must reconcile exactly to 500 billable professional hours, including planning, supervision, review, reporting, follow-ups and attendance at Audit and Governance Committee meetings. Separately authorised forensic or material ad hoc work must not be included in the 500-hour allocation.

8.4 Track Record Component

The tenderer must furnish satisfactory evidence of its capability to provide professional and timely services. To meet this requirement the tenderer must do the following:

- a. Provide information that will assist The Playhouse Company to assess the service providers capabilities, capacity, competitive advantages, etc, for instance, in-house skills, previous experience, etc;
- b. Provide proof that the service provider has experience in performing internal audit services. List current and past clients (in the public and private sector) along with names and telephone numbers of contact persons, the value of and the number of years audit services were provided.
- c. Provide names and qualifications of staff members who would be on this project as well as any outside specialists and consultants who would assist the tenderer on various aspects of the functions to be performed.

8.5 Financial Proposal

The bidder must submit a comprehensive line-item budget for each of the three contract years. The proposal must show the fixed tendered hourly rate for each personnel category in each year, including at least the Engagement Director, Internal Audit Manager, Senior/Internal Auditor, Auditor, IT/CAAT Specialist and any other personnel proposed for the approved internal audit programme. It must also show the named personnel, designation, annual hours by activity and personnel category, and total annual price calculated on exactly 500 billable professional hours. The distribution of hours must reconcile to 500 hours for each year. The bidder must quote separate fixed hourly rates for a Forensic Specialist and any other specialist who may be used for separately authorised additional work; those hours must not be included in the annual 500-hour allocation. All ordinary costs required to deliver the annual programme at The Playhouse Company's premises must be included in the tendered price.

For year 1:

Activity/Service	Auditing areas	Auditor names	Designation	Number of hours	Rate per hour (R)	Total cost (R)
Strategic Planning						
Strategic and Operational Risk Workshops						
Financial auditing						
Compliance auditing						
Performance auditing						
IT/CAAT Specialist						
Follow-up review of previous internal audit and AG findings						
Reporting						
Attendance at and reporting to Audit and Governance Committee meetings						
Audit Total				500 hours		(R)

8.6 Similar details should be provided for year 2 and year 3 highlighting individual auditing areas relevant for each year.

- a. The proposal should estimate fees per annum for the 3 year cycle beginning 01 April 2027 and ending 31 March 2030.
- b. The Playhouse Company will pay fees at the fixed tendered hourly rates set out in the accepted financial proposal and applicable engagement letter. Where an applicable AGSA-approved maximum rate is prescribed for a personnel category, the rate payable will be the lower of the tendered rate and that applicable maximum rate. Charges may not exceed the authorised hours or scope.
- c. The proposal should also detail the following costs: -
 - Fixed hourly rates by personnel category for Year 1, Year 2 and Year 3.

- The total annual price based on exactly 500 hours, inclusive of ordinary attendance at The Playhouse Company Head Office, 29 Acutt Street, Durban, meetings, local travel and routine disbursements.
 - Rates for separately authorised forensic, specialist or material ad hoc work, using the same tendered personnel-category rates applicable to the relevant contract year.
 - Any exceptional travel, accommodation or other disbursement requested by The Playhouse Company must be approved in writing in advance; no unapproved amount will be reimbursed.
- d. The tendered annual price must be inclusive of VAT and all ordinary costs necessary to deliver the approved 500-hour internal audit programme, including local travel, attendance, meetings and routine disbursements. Exceptional travel, accommodation or other costs will be reimbursable only where specifically requested and approved in writing in advance by The Playhouse Company.
- e. **A tender that does not include the pricing schedule/comprehensive line-item budget for 3 years as requested will be disqualified.**

Failure of the pricing schedule to reconcile to exactly 500 hours in any contract year constitutes a material pricing non-compliance. The functionality score does not cure a non-compliant mandatory pricing schedule.

- f. **The contract provides for a maximum allocation of 500 billable professional hours per financial year, and bidders must price and allocate exactly 500 hours for the approved annual internal audit programme, including attendance at Audit and Governance Committee meetings.**

Unused hours may not be carried forward to a subsequent financial year unless specifically approved in writing by the Audit and Governance Committee. Where the approved annual audit plan cannot reasonably be completed within 500 hours, the Service Provider must promptly submit a documented impact assessment and recommendation to reprioritise, defer or separately authorise work. No change to the approved plan or annual resource envelope is effective without written approval.

FUNCTIONALITY EVALUATION CRITERIA

Functionality will be evaluated to determine whether the bidder has the technical approach, relevant organisational experience, qualified personnel, implementation and resource-allocation capability, financial capacity and sustainability, quality-assurance arrangements, independence, compliance and organisational continuity required to deliver the approved annual internal audit programme within a maximum allocation of 500 billable professional hours per financial year for the full three-year contract period.

Bidders must achieve a minimum functionality score of 75 points out of 100 to proceed to the next stage of evaluation. Bidders scoring below 75 points will be disqualified and will not be evaluated further on price and specific goals.

Criterion	Evidence and measurable scoring guide	Scoring guidance	Weight
1. Technical approach and audit methodology	Evidence to submit A scope-specific, risk-based internal audit methodology aligned with IIA Standards and the PFMA environment, addressing: 1. Risk assessment and preparation of the rolling three-year and annual audit plans. 2. Assignment planning, fieldwork, sampling, working papers, supervision and file review. 3. Root-cause analysis, reporting, management responses, follow-up and reporting to the Audit and Governance Committee. 4. Approach to financial, compliance and performance auditing. 5. IT auditing, CAATs, fraud-risk considerations and coordination with external audit.	Score each of the five components out of 5: 5 points Fully addressed with scope-specific procedures, tools and deliverables. 3 points Adequately addressed, but one material detail is missing. 1 point Generic or only mentioned. 0 points Not addressed.	25
2. Qualifications and experience of proposed key personnel	Evidence to submit Team organogram, role allocation, signed CVs, certified qualifications, and proof of current professional designations or memberships for: • Engagement Director. • Internal Audit Manager. • Core audit team. • Named IT/CAAT Specialist and forensic specialist. The role allocation must demonstrate adequate coverage of the annual audit plan. Unsupported qualifications, designations or experience will not be considered.	Engagement Director (maximum 7 points) Qualification: 2 points for a relevant NQF level 8 qualification. Designation: 2 points for CIA or CA(SA). Relevant post-qualification experience: 2 points for 10–14 years; 3 points for 15 years or more.	25

		Internal Audit Manager (maximum 8 points) Qualification: 2 points for a relevant NQF level 7 or higher qualification. Designation: 2 points for CIA, CA(SA), AGA(SA), PIA or an equivalent relevant designation. Relevant experience: 2 points for 5–7 years; 4 points for 8 years or more. Core audit team (maximum 5 points) 2 points where all core auditors hold relevant tertiary audit or accounting qualifications; 2 points where all core auditors have at least three years' relevant experience; and 1 point where role allocation adequately covers the annual plan. Specialist capability (maximum 5 points) 3 points for a named IT/CAAT Specialist with a relevant qualification or designation and at least three years' experience; and 2 points for a named forensic specialist with a relevant qualification or designation and at least three years' experience. 0 points for any component not supported by the prescribed evidence.	
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3. Relevant organisational experience and track record	Evidence to submit Signed reference letters for internal audit contracts completed or substantially performed during the five years before the bid closing date. Each letter must include: • Client name and contract period. • Nature and scale of the services. • Contract value. • Contact person and contact details. • Confirmation of satisfactory performance. Only compliant and verifiable references from public-sector or comparable regulated entities will be counted.	15 points 5 or more compliant references. 12 points 4 compliant references. 9 points 3 compliant references. 6 points 2 compliant references. 3 points 1 compliant reference. 0 points No compliant references.	15
4. Implementation plan and resource allocation	Evidence to submit A three-year implementation plan covering 1 April 2027 to 31 March 2030 and addressing: 1. Mobilisation activities, responsible persons and timeframes. 2. Annual risk assessment and preparation of the rolling three-year and annual audit plans. 3. Indicative assignments, milestones, minimum annual deliverables and reporting cycles. 4. A personnel-level allocation of exactly 500 billable professional hours per contract year for the approved internal audit programme, including planning, supervision, review, reporting, follow-ups and attendance at Audit and Governance Committee meetings. 5. A process for separately scoping, authorising and pricing forensic or material ad hoc work outside the 500-hour allocation, and for reporting any proposed reprioritisation of the approved annual plan.	Score each of the five components out of 2 points: 2 points Fully addressed and internally consistent. 1 point Partly addressed or contains a minor inconsistency. 0 points Absent, materially incomplete or not feasible.	10
5. Quality assurance, independence and compliance	Evidence to submit 1. Documented quality assurance and improvement programme aligned with IIA requirements. 2. Procedures for engagement supervision, working-paper review and report approval. 3. Signed independence and conflict-of-interest declaration covering the bidder.	Score each of the five components out of 2 points. 2 points Fully addressed and internally consistent.	10

	4. Confidentiality, information-security and escalation procedures. 5. Continuing professional development policy and evidence of relevant training completed by the proposed team during the previous two years.	1 point Partly addressed or contains a minor inconsistency. 0 points Absent, materially incomplete or not feasible.	
6. Organisational capacity and continuity	Evidence to submit 1. Staffing schedule showing sufficient personnel to deliver the approved annual internal audit programme within the maximum allocation of 500 billable professional hours per financial year. 2. Signed availability confirmation for every proposed key team member. 3. Named backup resources with qualifications and experience comparable to the personnel they may replace. 4. Documented business continuity and service-recovery arrangements. 5. Separate named internal audit and forensic resources, with clear escalation and segregation arrangements when forensic work is commissioned.	Score each of the five components out of 1 point. 1 point Evidence fully addresses the component and is internally consistent and feasible. 0 points Absent, materially incomplete, internally inconsistent or not feasible.	5
7. Financial capacity and sustainability	Evidence to submit The bidder must submit audited financial statements for the latest three financial years. Where audited financial statements are not legally required, independently reviewed annual financial statements or accountant-confirmed financial statements must be submitted. The evidence must demonstrate the bidder's financial capacity and sustainability, including the ability to carry payroll and operational expenditure, mobilise resources, sustain service delivery for the contract period, and maintain a going-concern position where ascertainable.	10 points All three years of compliant financial statements submitted; no reported material uncertainty relating to going concern in the latest statements; and evidence indicates positive net assets and adequate liquidity or an available funding facility sufficient to mobilise and sustain the contract. 6 points All three years of compliant financial statements submitted,	10

		but one of the objective indicators above is not demonstrated or a relevant reservation is disclosed. 3 points All three years of compliant financial statements submitted, but the latest statements disclose a material uncertainty relating to going concern or negative net assets without satisfactory evidence of funding support. 0 points Fewer than three years of compliant financial statements are submitted, or no permitted financial-capacity evidence is submitted.	
Total functionality score			100

Scoring guide: For each criterion, evaluators must allocate points proportionately based on the quality, completeness, relevance and credibility of the bidder's submission. Full points should only be awarded where the bidder provides clear, specific and verifiable evidence that fully meets or exceeds the scope requirements. Partial points should be awarded where the response is adequate but lacks detail or supporting evidence. Zero points should be awarded where the bidder does not respond, provides irrelevant information, or fails to demonstrate capability.

Score level	Guidance for evaluators
Excellent / full score	The bidder provides clear, complete, specific and verifiable evidence that fully meets or exceeds the requirement. The response is directly aligned to the scope, practical, lawful and supported by credible documentation.
Good / high partial score	The bidder substantially meets the requirement and provides relevant supporting information, but minor detail or supporting evidence is limited.
Adequate / moderate partial score	The bidder addresses the requirement in general terms and appears capable, but the response lacks sufficient detail, specificity or supporting documentation.
Poor / low partial score	The bidder provides limited, generic or unclear information and does not adequately demonstrate how the requirement will be met.
Zero	The bidder does not respond to the requirement, provides irrelevant information, or fails to demonstrate capability.