

REQUEST FOR QUOTATIONS FOR THE FOR THE PROCUREMENT OF THE PROFESSIONAL SERVICES PROVIDER (PSP) TO AUDIT THE ANNUAL FINANCIAL STATEMENTS, COMPLETION REPORTS AND RELEVANT EVIDENCE RELATED TO THE FOLLOWING EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PROJECT IMPLEMENTED BY THE DEPARTMENT: LP - TOURISM SAFETY MONITORS AND SANBI - TOURISM SAFETY MONITORS

## PART A

### REQUEST FOR QUOTATIONS (RFQ)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)</b>					
RFQ NUMBER: <b>IM017/2023</b>		CLOSING DATE: <b>19-01-2023</b>		CLOSING TIME: <b>17H00</b>	
DESCRIPTION		<b>REQUEST FOR QUOTATIONS FOR THE FOR THE PROCUREMENT OF THE PROFESSIONAL SERVICES PROVIDER (PSP) TO AUDIT THE ANNUAL FINANCIAL STATEMENTS, COMPLETION REPORTS AND RELEVANT EVIDENCE RELATED TO THE FOLLOWING EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PROJECT IMPLEMENTED BY THE DEPARTMENT: LP - TOURISM SAFETY MONITORS AND SANBI - TOURISM SAFETY MONITORS</b>			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS</b>					
<b>PHYSICAL ADDRESS:</b> 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 <b>OR EMAIL ADDRESS:</b> <a href="mailto:QUOTATIONSSCM@TOURISM.GOV.ZA">QUOTATIONSSCM@TOURISM.GOV.ZA</a> <b>NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON		CONTACT PERSON		Ms Thoko Sibiya / Mr Lesiba Sethemane	
TELEPHONE NUMBER		TELEPHONE NUMBER		(012) 444 6291 / (012) 444 6297	
E-MAIL ADDRESS		E-MAIL ADDRESS		<a href="mailto:tsibiya@tourism.gov.za">tsibiya@tourism.gov.za</a> / <a href="mailto:lsethemane@tourism.gov.za">lsethemane@tourism.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE	NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					

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## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO [quotationsscm@tourism.gov.za](mailto:quotationsscm@tourism.gov.za) OR HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** IS PRICE AND **20** POINTS IS FOR B-BBEE.
- 1.6. POINTS SCORED WILL BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES.
- 1.7. A TRUST, CONSORTIUM OR JOINT VENTURE (INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES) **MUST** SUBMIT A VALID CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE TENDER OR RFQ
- 1.8. POINTS FOR B-BBEE STATUS LEVEL CONTRIBUTOR WILL ONLY BE ALLOCATED PROVIDED THAT THE CLOSING DATE OF THE TENDER OR RFQ FALLS WITHIN THE EXPIRY DATE SPECIFIED ON PROOF OF B-BBEE.
- 1.9. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND B-BBEE POINTS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.10. BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.11. THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
- 1.12. THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE.
- 1.13. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE

#### 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-FILED THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://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 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."

#### 3. LIST OF RETURNABLES

**BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS**

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT

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ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
<b>PART A &amp; B</b>	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE A</b>	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE B</b>	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?		
<b>ANNEXURE C</b>	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE D</b>	IS BIDDER'S PROOF OF <b>VALID</b> B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: <b>(A)</b> B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; OR <b>(B)</b> A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
<b>ANNEXURE E</b>	IS BIDDER'S SWORN AFFIDAVIT – B-BBEE <b>EXEMPTED MICRO ENTERPRISE</b> – GENERAL OR <b>QUALIFYING SMALL ENTERPRISE</b> – SPECIALISED ENTITY – GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
<b>ANNEXURE F</b>	IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS.		
<b>ANNEXURE G</b>	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED <b>TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E.</b> (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW OR STIPULATE IN THE DESCRIPTION OF GOODS).		

**4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATEGORIES OF GOODS**

**NOTE:** ONLY BIDDERERS WHO HAVE COMPLETED AND SUBMITTED THE SBD 6.2 TOGETHER WITH THE LOCAL CONTENT DECLARATIONS ANNEXURE C, ANNEXURE D AND ANNEXURE E AND ADHERE OR COMPLY TO THE STIPULATED MINIMUM THRESHOLD (%) WILL BE CONSIDERED / APPOINTED. NON-COMPLIANT SUPPLIERS WILL NOT BE EVALUATED ON POINTS FOR PRICE AND B-BBEE THEREFOR THEY WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

DESCRIPTION OF GOODS	REQUIRED MINIMUM % - LOCAL CONTENT	TICK APPLICABLE %
<b>TABLE 1 - OFFICE FURNITURE</b>		
Melamine office desk with drawers	70 %	
Office desk (drawers) with timber top on steel frame	90 %	
Office desk (drawers) with superwood (MDF) top on steel frame	90 %	
Melamine / Paper foil office desk with drawers	70 %	
Stacker upholstered chair – 4 legged without arms	100 %	
Side upholstered chair – sleigh base with arms	70 %	
High back upholstered chair with arms on 5 star	65 %	
Steel stationery cupboard	100 %	
Steel drawer(s) filing cabinet	100 %	
Wood stationery cupboard	100 %	
Wood drawer(s) filing cabinet	100 %	
<b>TABLE 2 : TEXTILE, CLOTHING, LEATHER AND FOOTWEAR SECTOR</b>		
Textile, Clothing, Leather and Footwear Sector	100%	

**5. CRITERIA FOR BREAKING DEADLOCK IN SCORING**

- IN THE EVENT THAT TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL POINTS, THE SUCCESSFUL TENDERER WILL BE THE ONE THAT SCORE THE HIGHEST POINTS FOR B-BBEE;
- IF TWO OR MORE TENDERERS HAVE EQUAL POINTS, INCLUDING EQUAL PREFERENCE POINTS FOR B-BBEE, THE SUCCESSFUL TENDER WILL BE THE ONE SCORING THE HIGHEST SCORE FOR FUNCTIONALITY, IF FUNCTIONALITY IS PART OF THE EVALUATION PROCESS;
- IN THE EVENT THAT TWO OR MORE TENDERERS ARE EQUAL IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

**6. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA): SUPPLIER NOTICE**

THE DEPARTMENT RESPECT YOUR PRIVACY AND ACKNOWLEDGE THAT YOUR DOCUMENTS WILL CONTAIN PERSONAL INFORMATION WHICH MAY BELONG TO YOU OR OTHERS. BY SUBMITTING YOUR DOCUMENTS, YOU GIVE THE DEPARTMENT CONSENT TO PROCESS INFORMATION IN ACCORDANCE WITH POPIA. THE DEPARTMENT MAY DISCLOSE PERSONAL INFORMATION IF REQUIRED BY THE LAW ENFORCEMENT AGENCIES AND OTHER PARTIES WHO PROVIDE THE DEPARTMENT WITH THE RELEVANT / REQUIRED SERVICES. THE DEPARTMENT WILL AUTHORISE ACCESS TO



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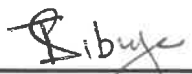
PERSONAL INFORMATION ONLY TO EMPLOYEES WHO REQUIRE THE INFORMATION TO EXECUTE THEIR WORK-RELATED RESPONSIBILITIES. THE DEPARTMENT WILL ARCHIVE YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS

**7. DELIVERIES**

- ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (**IN DAYS**) FROM THE DATE AN ORDER IS ISSUED

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	Refer to the attached Annexure A – Terms of reference for the procurement of the professional services provider (PSP) to audit the annual financial statements, completion reports and relevant evidence related to the following expanded public works programme (EPWP) project implemented by the department: LP - Tourism Safety Monitors and SANBI – Tourism Safety Monitors.		
	<b>TOTAL PRICE EXCLUDING VAT</b>		
	<b>VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)</b>		
	<b>GRAND TOTAL INCLUDING VAT ( TOTAL BID OR RFQ PRICE)</b>		

**NB:** FAILURE TO SUBMIT A DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

  
**THOKO SIBIYA**  
**DESIGNATION: DIRECTOR - INTERNAL AUDIT**  
**DATE: 01/12/2022**

SIGNATURE OF BIDDER:.....

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

DATE:.....



**tourism**

Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

**ANNEXURE A OF THE REQUEST FOR QUOTATIONS**

**TERMS OF REFERENCE**

**FOR THE**

**PROCUREMENT OF THE PROFESSIONAL SERVICES PROVIDER (PSP) TO AUDIT THE  
ANNUAL FINANCIAL STATEMENTS, COMPLETION REPORTS AND RELEVANT EVIDENCE  
RELATED TO THE FOLLOWING EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PROJECT  
IMPLEMENTED BY THE DEPARTMENT: LP - TOURISM SAFETY MONITORS AND SANBI –  
TOURISM SAFETY MONITORS**

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**1. PURPOSE**

- 1.1 To appoint a service provider to audit the annual financial statements, completion reports and relevant evidence related to the following Expanded Public Works Programme (EPWP) projects implemented by the department: LP - Tourism Safety Monitors and SANBI – Tourism Safety Monitors.

**2. BACKGROUND**

- 2.1 The Department of Tourism implemented the skills development projects and programmes referred above under the requirements of the Expanded Public Works Programme (EPWP) Framework. The projects were aimed at training unemployed youth in various provinces in the hospitality related qualifications. The department appointed service providers in various provinces to implement the various skills development programmers.
- 2.2 The table below provide summarised information related to the above-mentioned projects that are to be audited:

<b>Project Name</b>	<b>LP - Tourism Safety Monitors</b>	<b>SANBI - Tourism Safety Monitors</b>
<b>Project Description</b>	Training tourism safety monitors in Tour Guide,Plant Production(idetification of species),Customer Care, Occupational Health and Safety, and place them in tourism crime hot spot areas to monitor crime ,protect and support the tourists (LP Tourism Attraction Sites)	Training of 100 learners in Volunteer Safety Monitors (VOL/SAFMONIT/4/0079); National Certificate: Environmental Practice NQF 2.
<b>Nature</b>	Skills Development Programme	Skills Development Programme
<b>Project Budget</b>	R13 068 000.00	R13 066 047.00
<b>Project Location</b>	Project was implemented in Limpopo Province.	Project was implemented within various SANBI areas.

- 2.3 The departmental processes, including the contracts concluded with the service providers, require that the projects be audited upon being completed and related project annual financial statements and completion reports had been submitted to the department.

### **3. SCOPE OF WORK**

- 3.1 The scope of work is to audit the above mentioned EPWP projects with an objective to review the following:
- 3.1.1 Projects' annual financial statements and completion reports submitted by the Implementing Agents are free from material misstatement;
  - 3.1.2 Funds transferred to the projects have been used for the intended purpose as outlined in the signed Memorandum of Agreement (MOA) as well as the approved Business Plan and the project scope has been fully executed;
  - 3.1.3 Invoices submitted by projects' Implementing Agents are authentic;
  - 3.1.4 Expenditure incurred was for the specified project and is supported by valid invoices;
  - 3.1.5 Goods & Services related to the projects were not procured from companies owned by and are related to the service provider; and
  - 3.1.6 Review that the project was carried out Economically, Efficiency and Effectively (EEE).
- 3.2 The above scope will be performed through an agreed-upon audit procedures focusing on the following:
- 3.2.1 **Project Admin Management**
    - 3.2.1.1 Inspect evidence that the Implementer did establish a Project Advisory Committee (PAC) comprising of the Department of Tourism's Project Managers, Training Provider, Project Implementer and other relevant stakeholders.
    - 3.2.1.2 Inspect the minutes and attendance registers of the PAC and verify that it is as per the Memorandum of Agreement (MOA).
    - 3.2.1.3 Confirm compliance with the Departmental Supply Chain Management prescripts e.g. SARS Tax Clearance Certificate, BBBEE, obtaining minimum of three written price quotations as per the requirements of the MOA.
    - 3.2.1.4 Review the adequacy of the standard training material used for training in the project whether is in line with CATHSETA or other Regulatory Body requirements.
    - 3.2.1.5 Confirm progress payment reports and EPWP reports were submitted on time.
  - 3.2.2 **Project Financial Management**
    - 3.2.2.1 For the financial budget, recalculate amounts as included in the Business Plan to verify that they are in line with the parameters outlined in the MOA.



- 3.2.2.2 Where the parameters were exceeded, inspect variance approval documents as signed by the Department of Tourism Directors authorising such overruns.
- 3.2.2.3 Inspect evidence of Progress Payment Reports with original bank statements, invoices and expenditure reconciliation sent to Department of Tourism.

**3.2.3 Procurement by Implementer**

- 3.2.3.1 Enquire and obtain an understanding of the procurement processes followed by the implementer to verify that a fair, equitable and competitive procurement was undertaken in line with Procurement Policy submitted to the Department.
- 3.2.3.2 Obtain and inspect procurement registers and reports showing items purchased, supplier names and amounts for completeness and accuracy.
- 3.2.3.3 Confirm evidence that at least three quotations were obtained for procurement undertaken in relation to the project.
- 3.2.3.4 Inspect the Procurement Register and recalculate to confirm that at least 30% procurement is from SMME's.
- 3.2.3.5 For SMMEs procurement, inspect the BBBEE certificate, founding and registration documents to ensure that the equity of SMMEs used in the project were at least 70% HDIs.

**3.2.4 Bank accounts and grants receipt**

- 3.2.4.1 Obtain the bank account details of the account opened specifically for the EPWP project together with its authorised signatories.
- 3.2.4.2 Obtain and inspect monthly bank statements for EPWP funding and expenditures made; review for any unusual items and follow the reasons thereto.
- 3.2.4.3 Review the bank statements for interest earned during the period on grant received; and trace this amount to the General Ledger and ensure it was added to the revenue account of the project.
- 3.2.4.4 Obtain a bank confirmation showing the closing balances (should be zero).
- 3.2.4.5 Obtain and inspect evidence or proof that the bank account was closed 30 days after the completion of the project and that unspent funds and interest were refunded to the Department.

**3.2.5. Trainees' enrolment and take-on to the programme.**

- 3.2.5.1 Obtain the beneficiary information register showing trainee ID, Name, gender, age, disability status, education and literacy level and daily wage rate (stipend) to verify that these were the intended beneficiaries that were trained and paid.
- 3.2.5.2 Trace each name to available application documents and student file to confirm if they were enrolled for the project.
- 3.2.5.3 Inspect the certified ID copies of the trainees to ensure that they were of at least age 18 and less than 35 years of age (youth).
- 3.2.5.4 Inspect supporting documents indicating the screening or interview results based on which the trainees were accepted to the programme. Verify that the screening report was properly signed by an authorised Programme Manager,

3.2.5.5 Inspect the beneficiaries' employment contracts to confirm that they are signed by both the beneficiary and the Service Provider.

3.2.5.6 Verify that VAT was accounted for accordingly where applicable.

**3.2.6. Implementer's fees**

3.2.6.1 Inspect the fees account to verify that no unusual items were included in the account.

3.2.6.2 Confirm that only 90% of the implementer's fee has been withdrawn.

3.2.6.3 Verify that VAT was accounted for accordingly where applicable.

**3.2.7 Training expenditure**

3.2.7.1 Obtain the training expenditure account or record, cast and cross cast the records for accuracy and completeness.

3.2.7.2 Review of invoice, receipts/proof of purchase and statement descriptions; ensure that training expenditure reflect items in the scope of the project; for example, nature site guide, event management, table or assistant chefs and housekeeping.

3.2.7.3 Inspect the site information registers or attendance register signed by students. Verify that each trainee attended in line with the signed MOA and contracts.

3.2.7.4 Thorough review of attendance register name/description; confirm that the trainee spent at least three (3) months on class room training and at least nine (9) months on experiential learning (or as prescribed by the MoA).

3.2.7.5 For each student on the beneficiary information register or enrolment register, inspect the final assessment report and scores to verify that the trainee met the minimum set standards before graduating.

3.2.7.6 Inspect the copies of certificates issued to confirm they were issued by the implementer.

3.2.7.7 Trace each name of trainee to the graduation roll as published at the end of the programme.

3.2.7.8 Verify that VAT was accounted for accordingly where applicable.

**3.2.8. Administration costs**

3.2.8.1 Obtain the listing or General Ledger account of admin costs; cast and cross cast the listing for accuracy.

3.2.8.2 Recalculate the total admin cost to confirm that it did not exceed 3% of the project budget (compliance).

3.2.8.3 Agree individual cost items to supporting documents such as invoices and bank statements.

3.2.8.4 Inspection of the supporting documents to verify that all expenditure included therein is of administrative nature and no unusual items were included.

3.2.8.5 Inspect that travel costs have been duly authorised.

3.2.8.6 Verify that VAT was accounted for accordingly where applicable.

**3.2.9 Materials and Equipment (Skills Development Projects)**

3.2.9.1 Obtain the listing of uniforms, tools and equipment approved to be distributed to the trainees and perform a thorough inspection of uniforms and equipment issue forms to verify that uniform and equipment was issued according to the MOA and relevant Training Modules as stipulated in the MOA.

- 3.2.9.2 Agree all items purchased to supplier invoices showing description of items, quantity and cost of items acquired.
- 3.2.9.3 Inspect the uniform and tools issue form, review items issued and confirm it was signed by the same trainee as per signatures on the application and enrolment forms signed by that trainee at the beginning of the programme.
- 3.2.9.4 Inspect the Procurement Register for compliance with the procurement policy.
- 3.2.9.5 Inspect the monthly expenditure reconciliation to verify that it agrees to the invoices and bank statements for all materials and equipment purchased.
- 3.2.9.6 Verify that VAT was accounted for accordingly where applicable.

#### **3.2.10 Salaries**

##### ***SPWP: Beneficiaries wages***

- 3.2.10.1 Obtain the wages payroll reports for each month. Inspect the wage reports for evidence of review and approval by the relevant Project Management.
- 3.2.10.2 Recalculate wage totals paid by multiplying the total number of beneficiaries by rate (per day x days in a month) for accuracy and completeness. Follow up on any significant variances with management and inspect relevant supporting documents.
- 3.2.10.3 Agree the bank account details as per wage reports to the bank account documents stamped by banks as submitted by the beneficiary and link them to the contract signed by both the beneficiary and Service Provider.
- 3.2.10.4 Inspect wages acceptance signature by beneficiaries or an EFT report for inclusion of the beneficiary's bank account and trace to the EFT transfer report to verify that the beneficiary salary was actually transferred.

##### ***NON SPWP: Project Administrators Wages***

- 3.2.10.5 Obtain the listing or breakdown of the Project Administrators. Cast and cross cast the listing for accuracy. Verify that the total paid did not exceed the amount per approved Business Plan.
- 3.2.10.6 Recalculate the salary amount using the daily/monthly rate and the period worked. Follow up significant variances noted.
- 3.2.10.7 Agree each amount paid according to timesheets of the project administrators approved by project manager or the Director.
- 3.2.10.8 Verify that PAYE and UIF were properly deducted from salaries paid and actually paid over to Revenue Services.
- 3.2.10.9 Inspect evidence of appointment of Project Administrators.
- 3.2.10.10 Link the salaries paid to the signed contracts.

#### **3.2.11 Community facilitation expenditure**

- 3.2.11.1 Obtain the register of meetings held by the PAC during the project period. Also obtain the breakdown of community facilitation costs account.
- 3.2.11.2 Agree individual costs items to supporting invoices and statements from suppliers.
- 3.2.11.3 Verify that VAT was accounted for accordingly where applicable.

- 3.2.11.4 Trace each invoice or statement date to approved purchase orders and requisition to confirm that the expenditure was for meetings, induction and graduations.
- 3.2.11.5 Inspect the approved minutes of meetings held in relation to the expenditure requisition or motivation. Agree these minutes to attendance registers signed by PAC members on the date of meetings to confirm the meeting actually took place.

#### **4. TIMEFRAMES**

- 4.1 The timing and duration of the audit shall be agreed during the approval of the engagement letter (detailing the project implementation plan).
- 4.2 It should be noted that payment for the services rendered shall be made upon completion of the audit project and the submission of a final audit report to the department.

#### **5. PROJECT SUPERVISION**

- 5.1 The implementation of the audit project will be managed by the Project Manager (The Director: Internal Audit, supported by her team). The Project Manager shall be the point of reference for all correspondences related to the projects

#### **6 TEAMS, COMPETENCIES, PROFESSIONAL MEMBERSHIP AND REGISTRATION**

- 6.1 This project requires a competent PSP with extensive experience in auditing projects and a proven track record in providing auditing services in the public sector.
- 6.2 The PSP should have a team of experienced personnel with the capability to deliver quality and professional services timeously.
- 6.1 It is mandatory for the audit engagement partner of the preferred auditing firm that will be in charge of the audit to be a registered auditor with the Independent Regulatory Board for Auditors (IRBA) and/or the South African Institute of Chartered Accountant (SAICA). Similarly, the preferred independent audit firm must also be registered with IRBA.

#### **7 EXPRESSION OF INTEREST AND COSTING**

- 7.1 The PSP shall submit a proposal that among other things includes:
  - 7.1.1 A brief description of the project;
  - 7.1.2 Detailed methodology and implementation plan for conducting an agreed-upon procedures audit in relation to the mentioned EPWP projects;

- 7.1.3 Project schedule with clear timeframes;
- 7.1.4 Indication of the capacity and ability to perform the project;
- 7.1.5 List of similar projects undertaken by the service provider in the past (including the list of references and their contact details);
- 7.1.6 List of project team; qualification/s, experiences and professional membership per resource; and
- 7.1.7 Breakdown of costs per resource in terms of hours and applicable rates.

## **8 EVALUATION CRITERIA**

- 8.1. The Department will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act No 5 of 2000 (PPFA) and the Broad Based Black Economic Empowerment Act 53 of 2003, the bid will be evaluated in the following phases:

### **8.1.1 Phase 1: Administrative Compliance**

- 8.1.1.1 The submitted proposals will be evaluated in terms of administrative compliance with documents required to be submitted by the prospective service providers / bidders:
  - 8.1.1.1.1 Completed and signed bid invitation (Request for Quotations – RFQ and related documentations)
  - 8.1.1.1.2 Company profile and proposals including CVs and project implementation plan.
  - 8.1.1.1.3 Original Tax Clearance Certificate
  - 8.1.1.1.4 Copies of any Shareholders agreement
  - 8.1.1.1.5 ID copies of Shareholder/Directors
  - 8.1.1.1.6 A copy of the current memorandum and articles of association of the company or constitutional documents of the company
  - 8.1.1.1.7 B-BBEE Credentials
  - 8.1.1.1.8 Declaration of interest
  - 8.1.1.1.9 Proof of professional membership and/or registration with with the Independent Regulatory Board for Auditors (IRBA) and/or the South African Institute of Chartered Accountant (SAICA).
  - 8.1.1.1.10 Signed reference letters on a letterhead of a referring institution or organisation.

8.1.1.2 Any bid that fails to fully comply with the submission requirements is an unacceptable bid and will be disqualified from the bidding process, as such will not be evaluated for functionality and price.

**8.1.2 Phase 2: Functional / Technical Evaluation**

8.1.2.1 The service provider will be evaluated on functionality. The Bid documents will be evaluated individually on score sheet, according to the evaluation criteria indicated in the Terms of Reference. All bidders who scored at least 60 out of 100 for functionality will be considered for further evaluation.

8.1.2.2 A bid proposal will be disqualified if it fails to meet the minimum qualifying score for functionality as per the bid invitation.

8.1.2.2 The following criteria will be used in particular as the criteria for appointment:

**1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent**

<b>Criteria Description</b>	<b>Application of the Criteria</b>	<b>Documents to be submitted</b>	<b>Weight</b>
<b>Current and past proven experience and expertise</b>	Provision of at least three (03) contactable references of similar projects completed in the past 5 years. The following scoring matrix will be used to evaluate: <ul style="list-style-type: none"> <li>• No relevant contactable reference in the past 5 years = 1 points</li> <li>• One (01) to two (02) relevant contactable reference in the past 5 years = 2 points</li> </ul>	Attach relevant reference letters of the work done. The reference letter/s should clearly indicate the project type, budget, duration and completion period.	<b>25</b>



<b>Criteria Description</b>	<b>Application of the Criteria</b>	<b>Documents to be submitted</b>	<b>Weight</b>
	<ul style="list-style-type: none"> <li>• Three (03) relevant contactable reference in the past 5 years = 3 points</li> <li>• Four (04) relevant contactable reference in the past 5 years = 4 points</li> <li>• Five years (05) and above relevant contactable reference in the past 5 years = 5 points.</li> </ul>		
<b>Qualification and experience per allocated resource</b>	<p>Experience related to the allocated resources which clearly indicate the organigram and composition of the team including the roles and responsibilities, hours and rate per hours.</p> <ul style="list-style-type: none"> <li>• Organogram provided with CVs indicate less than 4 years' relevant experience = 1 point</li> <li>• Organogram provided with CVs indicates 4 - 6 years' relevant experience = 3 points</li> <li>• Organogram provided with CVs indicates above 6 years' relevant experience = 5 points</li> </ul>	<p>Organogram and staffing plan. Curriculum Vitae with clear areas of expertise, relevant experience, skill and qualifications relevant to the objectives of the project.</p> <ul style="list-style-type: none"> <li>• Attached CVs and certified copies of professional registration certificate with applicable regulators.</li> <li>• Project specific organogram.</li> </ul>	<b>25</b>

**TOR for the procurement of the Professional Service Provider to audit the information related to the EPWP projects: LP - Tourism Safety Monitors and SANBI – Tourism Safety Monitors**

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<b>Criteria Description</b>	<b>Application of the Criteria</b>	<b>Documents to be submitted</b>	<b>Weight</b>
<b>Technical Approach and Methodology</b>	<p>Presentation of the comprehensive proposal clearly indication the technical approach, audit methodology and project implementation plan.</p> <ul style="list-style-type: none"> <li>• Proposal does not comprehensively demonstrate the approach, audit methodology and project implementation plan = 1 point</li> <li>• Proposal demonstrates minimum approach, audit methodology and project implementation plan = 3</li> <li>• Proposal comprehensively demonstrates approach, audit methodology and project implementation plan = 5</li> </ul>	Project implementation plan and audit methodology	<b>25</b>
<b>Project Management</b>	<p>A comprehensive project plan with clear milestones, timelines, budget and responsible people for different phases of the project.</p> <ul style="list-style-type: none"> <li>• Project plan does not comprehensively</li> </ul>	Project implementation plan	<b>25</b>

Criteria Description	Application of the Criteria	Documents to be submitted	Weight
	<p>demonstrate capacity and commitment to deliver on time and within budget = 1 point</p> <ul style="list-style-type: none"> <li>• Project plan demonstrate minimum capacity and commitment to deliver on time and within budget = 3 point</li> <li>• Project plan comprehensively demonstrate minimum capacity and commitment to deliver on time and within budget = 5 point</li> </ul>		
<b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b>			<b>100</b>

**8.1.3 Phase 3: Price and BBBEE Level contributor**

- 8.1.3.1 The 80/20 Principle Points awarded for Price and on B-BBEE Status Level of Contribution.
- 8.1.3.2 The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on Broad Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2011.
- 8.1.3.3 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

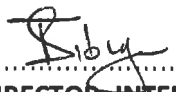
<b>B- BBEE Status level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **9 RULES OF BIDDING**

- 9.1 The Department of Tourism reserves the right not to award the bid/project/contract.
- 9.2 The Department of Tourism reserves the right to call for interviews with short-listed bidders before final selection.
- 9.3 Presentation may be required by the Evaluation Committee for this project, and in that case, the Bidders doing presentation will be evaluated individually on the score sheet by the evaluation panel on the same evaluation criteria.
- 9.4 The Department of Tourism reserves the right to negotiate price with the preferred bidder.
- 9.5 A shortlisted bidder, if requested, must be prepared to present evidence experience and institutional capability to conduct this audit projects.
- 9.6 Late submissions will not be considered.
- 9.7 A presentation to the bidders outlining certain aspects of the project shall be made by the designated Department of Tourism officials.

**10 DOCUMENTS TO BE SUBMITTED**

- 10.1 Completed and signed bid invitation (Request for Quotations – RFQ)
- 10.2 Company profile and proposals including CVs and project implementation plan.
- 10.3 Original Tax Clearance Certificate
- 10.4 Copies of any Shareholders agreement
- 10.5 ID copies of Shareholder/Directors
- 10.6 A copy of the current memorandum and articles of association of the company or constitutional documents of the company
- 10.7 B-BBEE Credentials
- 10.8 Declaration of interest
- 10.9 Proof of professional membership and/or registration with with the Independent Regulatory Board for Auditors (IRBA) and/or the South African Institute of Chartered Accountant (SAICA).
- 10.11 Signed reference letters on a letterhead of a referring institution or organisation.

  
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**DIRECTOR: INTERNAL AUDIT**  
**MS T SIBIYA**  
**DATE:** 01/12/2022