

THLM/SCM06/2026-2027/RS04

**APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF INTERNAL
AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS.**

ADDENDUM NO 1

Enquiries : A. MALOPE/ I. LEKAWA
Our ref. : THLM/SCM06/2026-2027/RS04
Your ref. :
File ref. : ADDENDUM NO.1
Date : 21ST AUGUST 2026

ATTENTION: ALL TENDERERS

TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS.

ADDENDUM NO. 1

The addendum is an important part of the tender document and must be considered when submitting your bid. The Tender Document's page 11 on Tender Data, First Stage of Evaluation, Tender Compliance – **Note 09** have been corrected and amended.

FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender compliance by the contracting Firm

It must be noted that a total of **40** points must be obtained by the contracting firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 02)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 03)	Proof of Company Registration with Companies and Intellectual Property Commission (CIPC) and proof of shareholding	Yes	5	
Tax Pin Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 06)	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	

Bank Confirmation Letter (Note 07)	A proof in the form bank stamped letter from the bank not older than three (3) months confirming the bank account and details.	Yes	5	
CSD Report (Note 08)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Professional registration (Note 09)	Proof of registration of minimum one (1) Director with South African Institute of Chartered Accountants (SAICA) or Independent Regulatory Board of Auditors (IRBA) or Institute of Internal Auditors South Africa	Yes	5	
Total 40 points				

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the Delegation of Authority certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 02: Completing tender document.

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence in completing the tender document in full shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company Registration.

Proof of company registration documents in the form of a copy from the Companies and Intellectual Property Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification PIN.

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account.

Attach an original or a copy of a municipal utility account not older than three (3) months. The account of any of the registered Director(s) and Company must not be in arrears for more than 90 days. Alternatively, attach a copy of the Lease Agreement, whereby the company is leasing the property it is operating from. Failure to attach a valid municipal account shall warrant automatic elimination of tender from any further evaluation.

Note 06: Bank Confirmation Letter.

Attach proof of company banking details in the form of a bank or e-stamped letter from the bank not older than three (03) months confirming the bank account and details. Failure to attach the bank confirmation letter shall warrant an automatic elimination from any further evaluation.

Note 07: Central Suppliers Database (CSD) report.

Attach a copy of the CSD Summary Report of the company which is not older than one (1) month upon closing date. Failure to attach the CSD report shall warrant an automatic elimination of tender from any further evaluation.

Note 08: Company's Professional Registration.

Attach a copy of registration with professional body of a minimum of (1) Director must be attached and must be valid at the time of closing of tenders. Failure to attach the professional registration document shall warrant an automatic elimination of tender from any further evaluation.

Name of Tenderer: _____

Authorised Signature: _____

Date: _____

Thembisile Hani Local Municipality

