

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 23/10/2023.
KZN435/23/24/003/MM/IA

RE INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

| PROJECT NAME | PROPOSAL NUMBER | BRIEFING DATE |
|--|-----------------|----------------------|
| EXTERNAL ASSESSMENT OF INTERNAL AUDIT ACTIVITY | ULM-MM/IA002/23 | 31/10/2023 @10h:00am |

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 25th of October 2023; cut-off time for buying documents is the 31th of October 2023, 15 minutes before the briefing time.

Compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Mlonyana Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company and for the company to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
- Copy of a marriage certificate if Municipal account is under your spouse.

- Certificate of Authority” to sign all documents in connection with this tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the tender document).

80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy will Apply.

Second Phase of Evaluation

Evaluation criteria Functionality

Evaluation minimum threshold is 50% or 30 points

| Criteria | | Points | Verification method |
|--|--|--------|--------------------------------------|
| Relevant Experience: (5 projects completed in assessing Internal audit function) 5 Projects or more – 20 3-4 projects – 10 | | 20 | 1. Appointment and reference letters |
| Methodology (structure of projects; Audit Programme) | | 20 | 1. Project methodology. |
| Phase | Description | | |
| Planning | This phase facilitates the external assessor gaining an understanding of the uMzimkhulu local municipality internal audit unit and Audit committee, its structure, Budget, and operations. The external assessor obtains an understanding of the Municipality internal audit and audit committee related operations and controls and related risks in view of inherent risks. From this understanding the external assessor evaluates the overall Internal audit and audit committee control environment. The results of the assessment will guide the extent of | | |
| Internal audit unit | During this phase the independent assessor will perform the external assessment on compliance/ conformance with the standard and code of ethics on the following: 1. Internal audit purpose and positioning, 2. Internal Audit Strategic alignment and reporting, 3. Internal audit structure and resources | | |
| Audit Committee | During this phase the independent assessor will perform the external assessment on compliance/ conformance with the standard and code of ethics on the following: 1. The composition of audit committee, 2. Independence of audit committee, 3. Rotation of audit committee members, 4. Competence of Chair and other members and 5. Reporting of Audit Committee | | |

| | | | |
|--|---|----|--|
| Reporting Phase | During the reporting phase the external assessor must produce an Independent External Quality Assessment Report in line with the scope and in compliance with the relevant IIA that is outlining the findings of the assessment with external Quality compliance with the Standards, Compliance with the Standards; Areas for improvement at a performance level; Positioning of Internal Audit unit; Structure, reporting lines and resources deployed of internal audit action; An outline of the methodology used to conduct the external quality assessment; Produce sufficient, relevant, reliable and | | |
| All aspect- 20 Provided limited information -10 | | | |
| Expertise: (Qualification of Team Leader involve with project on day-to-day basis) Relevant qualification attached CV Project Manager M-degree Internal auditing plus Certified Quality Assessor with 5 years and above experience in external quality assessment field = 20 M-degree Internal auditing plus Certified Quality Assessor with 3-4 years in external quality assessment field = 10 | | 20 | 1. CV and certified copies of qualification. and; 2. Certified copy of ID |

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 50 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

The 80/20 scoring will apply

80/20 Score Points

- Preferential goals **80 Points**
- Price **20 Specific goals**

Specific goals

| Specific goals allocated | Number of points allocated (80/20 system) | Documents required for verification |
|--|---|--|
| Specific goals: RDP Goals (Maximum points 20) | 20 | |
| Promotion of south African owned enterprises. | 20 | -CIPC registration certificate (Companies and Intellectual Property Commitments) -CSD Detailed report OR -RSA identity document of the director |

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr N. Maduna
Telephone : (039) 259 5098
Fax No : (039) 259 0427
Email Address : madunan@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@umzimkhululm.gov.za

Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 10th of November 2023**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted along with the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.

.....

C.A NGQOYIYA
MUNICIPAL MANAGER