

**APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE PROVIDERS
AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS)**


TENDER NUMBER: HO/INT-AUDIT/423/07/2025



BID NUMBER: HO/INT-AUDIT/423/07/2025

**APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE
PROVIDERS AS AND WHEN NEEDED FOR A PERIOD OF THREE
(3 YEARS)**

CLOSING DATE	13 AUGUST 2025
CLOSING TIME	12H00
BRIEFING SESSION	COMPULSORY BRIEFING
	21 JULY 2025
	TIME: 10:00
BID DOCUMENTS DELIVERY ADDRESS	PASSENGER RAIL AGENCY OF SOUTH AFRICA UMJANTSHI HOUSE NO 30 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG
BIDDER NAME

APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS)	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
TENDER NUMBER: HO/INT-AUDIT/423/07/2025	

Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.


Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

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These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).


All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent.
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence.

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By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;

- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.


All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.


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STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
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1 LIST OF ANNEXURES TO THE RFP

Annexure A : Prasa Returnable Documents
Annexure B1 : Pricing Schedule
Annexure B2 : Tender Form C
Annexure C : CV. Formats
Annexure D : Draft Contract


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2 ACRONYMS


BBBEE	Broad Based-Black Economic Empowerment
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

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3 INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context –


- 3.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 3.2 any reference to one gender shall include the other gender;
- 3.3 words in the singular shall include the plural and vice versa;
- 3.4 any reference to natural persons shall include legal persons and vice versa;
- 3.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 3.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 3.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 3.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 3.9 this RFP shall be governed by and applied in accordance with South African law.

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4 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 4.1 “Accounting Authority” means the Board of PRASA;
- 4.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 4.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 4.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 4.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 4.6 “Black Equity” means the voting equity held by Black People from time to time;
- 4.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended .
- 4.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 4.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 4.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 4.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 4.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 4.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 4.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **14 February 2025**
- 4.15 “Project” means this project for the “REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF A PANEL OF PROFESSIONAL ECONOMIC RESEARCH AND ADVISORY EXPERTS FOR PRASA CORPORATE FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AN AS AND WHEN REQUIRED BASIS “RFP” means the Request for Proposals issued by PRASA for this tender; and
- 4.16 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

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SECTION 1

NOTICE TO BIDDERS

1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity, Bidder**].

BID DESCRIPTION	APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS)
BID ADVERT	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from 11 July 2025.
ISSUE DATE	11 July 2025
COMPULSORY BRIEFING SESSION.	Date :21 July 2025 Time: 10h00 am Venue: Umjantshi House - Auditorium 30 Wolmarans street. Braamfontein. Johannesburg.
CLOSING DATE	13 August 2025 at 12:00 Midday Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	180 Working/Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS BY BIDDERS	04 August 2025
CLOSING DATE FOR RESPONSES BY PRASA	08 August 2025

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CONTACT PERSON	Patrick Masumbuka email: Patrick.Masumbuka@Prasa.com Lusane.Nkosi@prasa.com
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Any additional information or clarification will be emailed to all Respondents, if necessary.

2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing will be conducted at the following address:

Umjantshi House, 30 Wolmarans street, Braamfontein, Johannesburg.

Respondents to provide own transportation and accommodation. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

2.1 A Certificate of Attendance in the form set out in Form D hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFP briefing. Bidders must also appear on the Compulsory Briefing session Register.

2.2 Respondents failing to attend the compulsory RFP briefing may be disqualified.

3 BRIEFING SESSION MINUTES AND NOTES

3.1 PRASA will issue briefing session minutes or notes together with the response to the clarification questions on the **08 August 2025**.

3.2 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.

3.3 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.


3.4 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

The Secretariat / Tender Office

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Description of Bid	APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS)
Closing date and time:	13 AUGUST 2025 @ 12:00
Closing address	30 WOLMARANS STREET UMJANTSHI HOUSE BRAAMFONTEIN

5 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located at the main entrance of the UMJANTSHI HOUSE and should be addressed as follows:


THE SECRETARIAT / TENDER OFFICE
 30 WOLMARANS STREET
 UMJANTSHI HOUSE
 BRAAMFONTEIN

5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Respondents should also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation should clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.

6 COMMUNICATION

- 6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to **Patrick Masumbuka by no later than 04 August 2025**, substantially in the form set out in Annexure C hereto.

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- 6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to all the other Respondents who have attended a compulsory briefing session. For this purpose PRASA will communicate with Respondents using the contact details provided at the compulsory briefing session.
- 6.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, to Patrick Masumbuka Patrick.Masumbuka@prasa.com, on any matter relating to its RFP Proposal.
- 6.4 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

6.6 Bidders are advised to utilize this email address (SCM.Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

- 6.6.1 Bid/Tender Description
- 6.6.2 Bid/Tender Reference Number
- 6.6.3 Closing date of Bid/Tender
- 6.6.4 Supplier Name;
- 6.6.5 Supplier Contact details
- 6.6.6 The detailed compliant

7 CONFIDENTIALITY

- 7.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and

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after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services , which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.

7.2 Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

8 INSTRUCTIONS FOR COMPLETING THE RFP

8.1 All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and Specific goals response.

8.2 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory Requirements Response and Other Mandatory Requirements
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelop 2/ Package 2)


- **Part C:** Financial Proposal and Specific Goals

Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.


8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the Bidders name. PRASA reserves the right to consider information provided in all formats irrespective the format i.e original/copy/electronic.

8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.

8.5 Where Bidders are required to sign forms they are required to do so using preferably black ink pen.

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- 8.6 Any documents forming part of the original responses to RFP but which are not original in nature, should be certified as a true copy by a Commissioner of Oaths.
- 8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.
- 8.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 8.9 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 8.11 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by PRASA. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.13 Response to RFP documents are to be submitted to the address specified in this RFP, and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.

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- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 8.16 Bidders are required to review the Contract (Annexure D). Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked up Contract will form part of contract negotiations processes with the preferred bidder.**

9 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

RFP PROCESS	MILESTONE DATES
Bid issue date	11 July 2025
Compulsory Briefing Session for Bidders	21 July 2025 @ 10H00
Closing date for Questions	04 August 2025
Closing date for Responses	08 August 2025
Closing Date for Submission of final Bid	13 August 2025 @12H00
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	TBC
Appointment of the successful Bidder	TBC
Contract Negotiations	TBC
Signing of Contract	TBC
Contract Commencement	TBC

PRASA may at its sole discretion amend any of the milestone dates indicated in the table above. Bidders will be informed of any amendments to the timeline through the issue of briefing notes.

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10 LEGAL COMPLIANCE

Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified. PRASA reserves the right to call a Bidder to provide additional documents which may have not been submitted.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

11 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

Supplier Number: _____ **Unique registration reference number:** _____.


12 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 11 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

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Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

For this purpose, the attached SBD 1 marked Annexure A must be completed and submitted as an essential returnable document by the closing date and time of the bid.

New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) Pin:_____.

13 PROTECTION OF PERSONAL DATA


In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

14 VALIDITY PERIOD

This RFP shall be valid for **180 Working/Business days** calculated from Bid closing date.

15 POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based

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on such negotiations. A final evaluation will be conducted in terms of 90/10 evaluation criteria/scoring methodology.

16 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

17 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

SECTION 2

BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

Internal Audit Department

Appointment of Panel of Internal Audit Service Providers as and when needed for a period of three (3 years)

Date prepared: 2025-01-09

Document version: Version 1

Document file name: Tender Proposal for appointment of a panel of Internal Audit Service as and when needed for a period of three (3) years

1. INTRODUCTION

The Passenger Rail Agency of South Africa (PRASA) is a Schedule 3B entity in terms of the Public Finance Management Act No. 1 of 1999, and an agency of the Department of Transport established in terms of the Legal Succession to the South African Transport Services Act 9 of 1989.

Section 51(1) (a) (ii) of the PFMA requires that the Accounting Authority of a Public Entity must ensure that the Public Entity has and maintains a system of Internal Audit under the control and direction of an Audit Committee complying with and operating in accordance with regulations and instructions prescribed in terms of Section 76 & 77 of the Act. PRASA currently has an Internal Audit department which is headed by the Chief Audit Executive which complies in all respects with the above requirements. As part of its operating model PRASA Group Internal Audit co-sources internal audit services from external providers to augment its minimal internal resources given the enormous size of the group.

This document serves as a bid specification for the Appointment of the Panel of Internal Audit Service Providers as and when needed for a period of thirty-six (36) months. The panel will consist of different categories, with 10 panellists in each category.

2. BACKGROUND INFORMATION

2.1 STATUS QUO

The Group Internal Audit (GIA) provides Internal audit services to the PRASA Group and its subsidiaries. The approved structure, with additional resources and recently filled positions, was designed to address governance, compliance and quality assurance requirements in accordance with the revised Global Internal Audit Standards.

GIA currently comprises of 21 staff complement (including executive assistant), which amounts to 62% of the approved structure. Notable progress has been made in filling the vacant positions in the approved structure. However, Group Internal audit still lacks critical skills, and expertise, in GRAP (Financial Audit), Engineering (Electrical, Mechanical and Built) environment, ICT, cyber security, Data Analytics, ESG, Real Estate etc and also the necessary tools. Although it may not be financially prudent to have these skills permanently employed within GIA as some may be required once-off in a financial year, they are critical in ensuring that the Internal Audit services continue to offer tangible value to its stakeholders and adequately fulfils its mandate. Furthermore, due to scarcity of ICT, Financial, ESG, Real Estate and Built Engineering, cyber security experts to conduct audits of highly specialised areas, co-sourcing of Internal audit services is increasingly becoming a common practice. There is also a high demand for ad-hoc and advisory service from management, and a high number of Capital Projects and High Value Tenders that group internal audit has to provide probity audit assurance on and with the current internal and external capacity, we were able to cover less than 10% of the audit coverage.

The Group Internal Audit (GIA) function plays a crucial role in providing independent, risk based, and objective assurance, advise, insight, and foresight on governance, risk management, and control processes. Given the increasing complexity of business operations, regulatory requirements, and technological advancements, the group internal audit team requires additional specialized skills, such as Real Estate, ESG, Engineering (**Electrical, Mechanical and Built**), Cybersecurity that may not be available in-house. Co-sourcing internal audit service providers allows for access to these skills and experts in specific field while maintaining internal control over the audit process.

Currently Group Internal Audit comprises has the following skills:



- Chief Audit Executive
- Audit Specialist: Governance, Reporting and Quality Assurance,
- Senior Manager: Internal Audit,
- Senior Manager: Forensic Investigation,
- Senior Manager: IT Audits,
- Forensic Investigators Auditors x 2,
- IT Auditors x 2,
- Internal Audit Manager x 3,
- Auditors x4, and
- Junior Internal Auditor x4
- IT Manager

To ensure that an effective and efficient Internal Audit (IA) function is maintained, the Passenger Rail Agency of South Africa ("PRASA") seeks to appoint a suitably qualified and experienced panel of co-sourced internal audit service providers as outlined below to provide a co sourced Internal Audit service for an uninterrupted period of thirty-six (36) months commencing upon the counter signing of the Service Level Agreement (SLA) by PRASA and the preferred bidder(s).

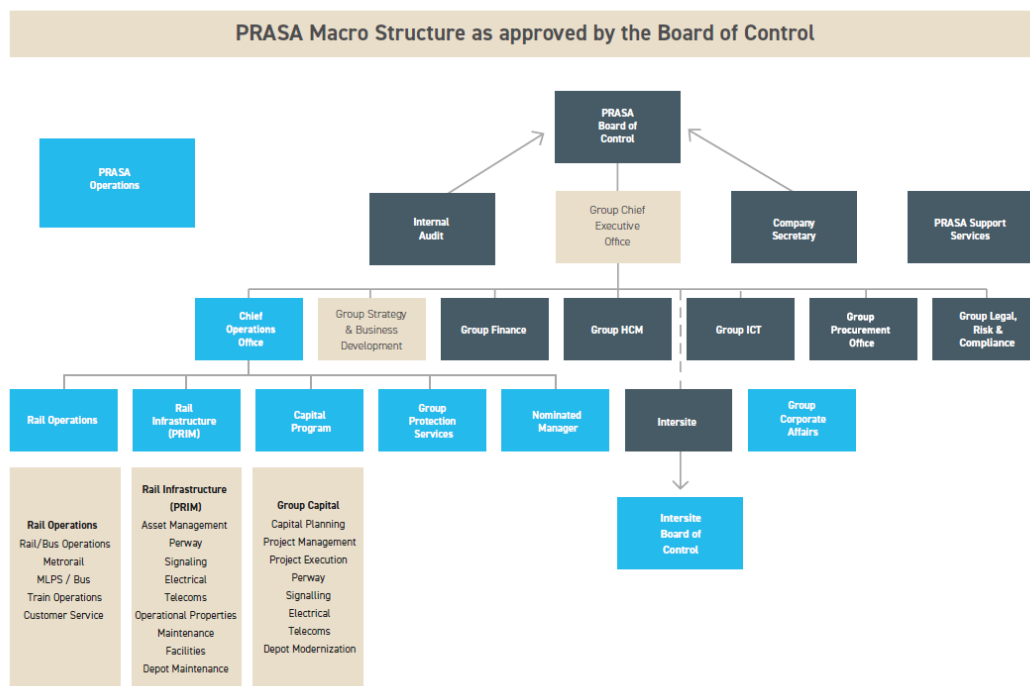
3. PRASA's LEGISLATIVE MANDATE

PRASA, as the implementing arm of the Department of Transport, the sole shareholder, is primarily focused on the mandate contained in the Legal Succession Act of the South African Transport Services (SATS) Act of 1989 ("Legal Succession Act"), as amended in November 2008.

PRASA's main objective is to ensure that, at the request of the Department of Transport, rail commuter services are provided within, to and from the Republic in the public interest, and the secondary objective of PRASA is that PRASA shall generate income from the exploitation of assets acquired by it. Provide, in accordance with the Department of Transport, for long haul passenger rail and bus services within, to and from the Republic in terms of the principles set out in section 4 of the National Land Transport Transition Act, 2000 (Act No. 22 of 2000).

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PRASA OPERATING STRUCTURE



4. THE BENEFITS

The panel will enable, amongst others the following:

- Access to specialization expertise (skills set) e.g. Investment, ESG, Engineering (Mechanical, Electrical and Built), Cyber-security, and Real Estate expertise and technological tools for complex audit assignment.
- Scalability and flexibility; access to multiple internal audit experts concurrently.
- Adequate visibility of the internal audit function within PRASA.
- Proactively address emerging risks and numerous requests of ah-hoc and advisory requests.
- Quick turnaround and responsiveness to urgent requests.
- Improved audit quality and coverage.
- Enhanced skills for internal capacity through skills and knowledge transfer.
- Resource efficiency and value for money.
- Efficient and effective audits which are proactive and promptly reported with the application of suitably skilled senior staff.



5. SKILLS GAP ASSESSMENT FOR THE INTERNAL AUDIT FUNCTION

5.1 Current State Analysis

AREA	Current Capability	Notes
IT Audit/ Data Analytics	Team has general IT knowledge but has limited technical such as (Cybersecurity, Infrastructure, Network reviews, privacy reviews, and cloud environment expertise in emerging IT risks. Basic use of Excel and audit software; no advanced analytics or visualization skills.	Limited expertise in cybersecurity and cloud computing audits. Opportunity to leverage data analytics for deeper insights and efficiency improvements
Regulatory Compliance and Financial Reporting	Limited understanding and capacity to handle the volume of financial compliance (GRAP), Business Performance reporting, Pro-active Assurance (Probity/High Value Tenders, determination tests, Pre-award review) and expected quick turnaround times.	Financial and Tender process reporting requirements and related risk exposures are increasing, and internal knowledge is insufficient.
Specialized Industry Audits	Adequate in core operational audits but no expertise in Investment, Real Estate Services, ESG, rail engineering/environmental audits and technological tools to conduct specialised audits.	Investment, Real Estate Services, ESG, Cyber Security, and Rail Engineering/environment related environment require external expertise, and it is not economical to have technological tools as we might utilised them one a year.

5.2 Required Skills and Capabilities

Skills Area	Description
IT Audits	Expertise in cybersecurity, vulnerability assessments, penetration tests, General Controls reviews, network security, Projects Reviews, IT Infrastructure reviews, Operational Technology (OT) & Industrial Control Systems (ICS) Security, Privacy Reviews, cloud environments, application controls such as SAP, continuous, continuous monitoring assessments and IT Standards and Frameworks.
Advanced Data Analytics	Advance use of tools such as Power BI (With fubric), Arbutus, SQL, ACL, SaaS for trend analysis and predictive analytics.
Specialized Industry Audits	Expertise required in proactive assurance (high value tenders, probity/ pre award review), rail engineering/environment, real estate services, familiarity with sustainability standards like GRI (Global Reporting Initiative/specific to ESG frameworks.
Financial Audits	In-depth understanding of financial statements including GRAP specialists.

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5.3 Gap Identification

Category	Gap Description	Impact
Knowledge Gaps	Lack of expertise in rail engineering/environment, real estate, investment, cybersecurity, proactive assurance (high value tenders, probity, pre award) and ESG.	High risk of undetected issues in these critical areas.
Capacity Gaps	Lack of advanced skills from internal resources to cover at least 70% of the audit universe, handle extensive workload and ad-hoc audit requests.	Delayed audits and reduced coverage of high-risk areas.
Technological Proficiency	Minimal use of data analytics, cybersecurity, and visualization tools.	Limits insights from audit data and reduces efficiency.
Emerging Risks	Team is unfamiliar with risks related to AI (artificial intelligence) and evolving changes in rail engineering/environmental landscapes.	Difficulty in keeping up with fast-paced changes in the internal/external environment.

5.4 Co-Sourcing Needs and Scope of Work

Area	Scope for Co-Sourced Partner	Rationale
IT Audit	Conduct cybersecurity/cloud computing audits and provide training for the internal team.	Immediate need for technical expertise in high-risk IT areas.
Regulatory Reporting and Financial Reporting	Perform gap analysis on financial reporting compliance, Business Performance reporting, Pro-active Assurance (Probity/High Value Tenders, determination tests, Pre-award review), design audit programs, and conduct value adding audits accordingly on the concerned areas.	Address growing regulatory and stakeholder demands for sustainability reporting.
Data Analytics	Develop and implement advanced data analytics processes, provide tools and training.	Improve audit efficiency and data-driven decision-making.
Specialized Industry Audits	Assess supplier to develop, identify and evaluate Real Estate, ESG, rail engineering/environment risks and processes.	Ensure robust oversight of rail engineering/environmental audits.

6. OBJECTIVE OF THE PROPOSED PROJECT

- The Group Internal Audit function has been mandated to provide PRASA Group and its subsidiaries with internal audit services.
- Internal auditing strengthens the organisation's ability to create, protect and sustain value by providing the board and management with independent, risk based and objective assurance, advice, insight and foresight.
- The Internal Audit Function should therefore evaluate and contribute to the improvement of

risk management, control, and governance systems of the organisation.

- Group Internal Audit services have identified a need to augment its internal audit capacity by appointing a panel of co-sourced internal audit service providers. This approach ensures that the internal audit function remains agile, scalable, and equipped with specialized expertise to address emerging risks and regulatory changes. A panel of service providers will allow for flexibility, cost-efficiency, and improved risk assurance.

7. SCOPE OF WORKS AND AREAS OF FOCUS

7.1 SCOPE OF THE DESIRED SOLUTION

The scope of work for this project shall entail the following activities:

The Global Internal Audit Standards describes the requirements of either an Assurance/ or Advisory engagement.

Assurance Services (Engagements)

It is the evaluation of the adequacy, effectiveness and efficiency of the organisation's risk management, internal control, and governance processes. The purpose of this is to provide reasonable assurance that these processes are functioning as intended and will enable the organisation to achieve its goals and objectives, as well as provide recommendations on improving the organisation's operations, business systems, processes, operations, functions, and activities within the organisation shall be subjected to Internal Audit's evaluation.

The Types of Internal Audit and Related Services include inter alia:

CATEGORY A – GENERAL INTERNAL AUDIT SERVICE

Within the internal audit services, the service provider will be required to augment the existing internal capacity on a co-sourced basis and be able to conduct one or more of the undermentioned audits in line with applicable Legislation, regulations, and standards. Outlined below are some of the key areas, however this should not be read as comprehensive and reflective of the full complexity of the organisation and the associated assurance requirements.

i. Integrated Operational Reviews

- Internal audits require specific competencies and insights from leading practice and/or international benchmarks in rail manufacturing and engineering.

ii. Asset Management Review

- It is important for internal audit to have access to specific engineering specialists and skills that would drive such audits as and when required.

iii. Supply Chain Management (SCM)

- PRASA GIA function is looking for partners to provide more efficient assurance, better advice on processes and controls, and in addition, introduce intelligent systems, tools and methodologies that provide greater anticipation of risks to proactively assure, provide deeper insights into strategic business issues and risks and solution with the business.

iv. Internal Financial Controls

- Auditing of the IFCs requires resources to possess expertise on internal financial controls, not limited to financial reporting controls, knowledge of and experience of auditing or working with different types of taxes and treasury operations.

v. Audit of Performance Information design and effectiveness

- PRASA GIA requires capability and competencies to provide assurance on the accurate and reliable reporting of Performance Information to PRASA's key stakeholders.

vi. PFMA Compliance Reviews

- Internal Audit requires competencies that have prior experience and vast knowledge on conducting audits to provide assurance on PFMA and Treasury Regulations.

vii. Property Management Reviews

- PRASA requires internal auditors who have technical expertise in areas such as corporate finance, valuations, real-estate tax, service charge accounting and property management including deep industry knowledge in real estate to conduct assurance and advisory engagements within the property value chain.

viii. Proactive assurance and High Value Tenders

- The Proactive Assurance on High-Value, High-Risk tenders is a series of assurance checks during the execution of procurement events to ensure compliance to the organisation's procurement manual including applicable legislation. Recently, an emerging risk and challenge has emanated from the multiple changes in legislative requirements, regulations, including the new exemptions that could increase compliance and audit risk.

- To facilitate impactful proactive assurance on High-value, High-Risk (HVHR) tenders, the reviews should focus on compliance with key legislative requirements and advisory support to management to ensure that compliance requirements are embedded within the end-to-end procurement process that is being transitioned from a highly manual to an automated process.
- The Bidder will be required to provide suitable subject matter experts with good understanding of public procurement related legislation, and relevant skills including but not limited to supply chain management required for HVHR proactive assurance.
- The five (5) main stages or gateways of procurement for which the Bidder is expected to provide proactive internal audit for HVHR are as follows:
 - a) Demand Gateway.
 - b) Acquisition Gateway.
 - c) Evaluations Gateway.
 - d) Negotiations Gateway; and
 - e) Contract Award Gateway.
- The mandatory requirement will be for the Bidder to ensure that resources performing real-time assurance deliver the following outcomes for each procurement gateway:
 - a) Ensure compliance with PRASA's procurement process and legislative requirements and enable the business through an efficient tender management process.
 - b) Report on significant observations before the close out of each gateway; and
 - c) Prepare, present and close out on a report at the end of each procurement stage/gateway.

ix. Other Assurance reviews

- Regular reviews of the adequacy and effectiveness of all other key business controls as and when required, including but not limited to Performance Audits, Compliance Audits, Operational audits, transversal audits, risk management audits, governance audits, strategy audits, Audits of Performance Information (AOPI) or Safety audits, or Audits to ensure that PRASA complies with operating licences conditions.

CATEGORY B-IT AUDITS

The service provider should have all the audits tools required in the ICT audit environment i.e. network penetration tools and reliable data analytic tools etc.

PRASA GIA strives to become a trusted assurance partner with business by ensuring that it delivers accurate, relevant, impactful, and concise assurance services and results on time. PRASA's complex integrated and vast ICT infrastructure, by design is exposed to network incidents and cyber-attacks, which then warrants robust and pro-active assurance to support business. The complex IT landscape requires an assurance function that is adequately equipped with automated streamlined audit processes, adaptable and scalable solutions to enable impactful assurance service delivery. TIA aims to achieve this through innovating and transforming its audit process life cycle. Assurance Capabilities are required as follows:




- **Cyber Security Assurance:** Continuous Cyber Security reviews supported by relevant digital tools that allow for dashboard concise reporting. Expertise in auditing IT systems from a security perspective, including data security, network security, access management etc.
- **Application Controls Review:** In-depth understanding of controls that pertain to the scope of individual processes or application systems in use (including but not limited to SAP ERP etc.)
- **Robotics Process Automation:** Subject-matter expertise of upcoming developments and latest technology with respect to automation and digitalization.
- **Programme Risk Assurance:** Reviews with technical expertise of the technology being implemented through projects.
- **Data Analytics, Continuous Auditing & Control Monitoring:** Intelligent Data Analytics supported by relevant tools and expertise that can support all audit streams.
- **IT General Controls ("ITGC"):** ITGCs driven through best practice frameworks and knowledgeable resources on Global Internal Audit standards and other related best practice baselines.

CATEGORY C- SPECIALISED (CAPITAL PROGRAMMES, BUILT ENGINEERING, AND REAL ESTATE ETC)

Effective Capital Portfolio Management is vital as it supports the organisation's strategic goals and its investment decisions. Having appropriate governance, oversight and controls in place is critical at Portfolio, Programme, and Project level. This is even more important today, given the prevailing external risks and uncertainty, scarcity of resources, which requires organisations to critically reassess the viability and affordability to initiate new capital programmes and projects and including the completion of existing projects.

The execution of major capital projects presents enormous challenges, and global research indicates that less than 50% of capital programmes and projects are not being delivered within cost, scope and budget. PRASA GIA is required to provide assurance and provide objective feedback on whether approved projects will be delivered on time, scope and budget, but also that the overall capital portfolio is appropriately balanced and prioritised, to support the organisation's strategic objectives.

Assurance services should comprise an end-to-end methodology and proactive project assurance that will help management address risks at every milestone of the project lifecycle, namely asset creation, conceptualisation, pre-feasibility, feasibility, project execution to operational readiness, post implementation and asset hand over, considering the project's objectives, significant risks, regulatory requirements, amongst other factors.

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The service provider should possess skills and competency in the Built Environment and Engineering field etc. as a primary requirement coupled with assurance consultants. Ad-hoc or specialised services arising from the category.

Advisory Services (Engagements)

Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value, and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility.

The following categories of consulting engagements may be performed:

Formal advisory engagements: planned and subject to written agreement.

- Informal advisory engagements: routine activities such as participating on standing committees, limited life projects, ad hoc meetings, and routine information exchange.
- Special advisory engagements: Participation on a merger and acquisition team or system conversion/design team.
- Emergency advisory engagements: participation in a team assembled to supply temporary help to meet a special request or tight deadline.

The Internal Audit division should maintain its independence and objectivity when drawing conclusions and offering advice to management.

Performing advisory services related to governance, risk management, and control, as appropriate.




Performing advisory services related to opportunities for improving efficiency, profitability, brand, and reputation.

The comprehensive scope of work of the Internal Audit division should provide reasonable assurance that the organisation's risk management; control and governance systems are effective and efficient. In areas where, in the opinion of the CAE specialised audit skills are lacking within the Internal Audit Department, the services of external service providers may be employed.

The same auditors will not undertake assurance roles on areas recently worked on in an advisory role. Separate resources will be available to undertake 'independent' assurance activities.

A cool off period of one year will be applied where an auditor worked on a consulting engagement before conducting an assurance engagement on the same review area/scope.

7.2 REQUIRED PROFESSIONAL SERVICES

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The appointed panel of service providers will be required to provide assurance services for the approved annual audit plan, advisory services as per ad hoc agreements and allocated budgets.

7.3 INSURANCE REQUIREMENTS FOR THE PROJECT

(Not Applicable)

7.4 PRASA'S RESPONSIBILITIES

The Consultant's to be provided with applicable information to enable delivery and compensation of their services.

7.5 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

Specific Requirements:

- Manage the entire audit process (including engagement planning, execution, reporting and monitoring) to complete the reviews and ensure the quality and timeliness of all deliverables in line with the defined Service Level Agreement (SLA) measures.
- Provide suitable subject matter experts as required per the approved audit plans and PRASA requirements.
- Provide suitably trained internal audit staff with skills including but not limited to commercial, ICT and supply chain management as and when required.
- Deploying leading edge, fit for purpose tools and technologies to enable cost-effective insightful advisory and assurance services.
- Detailed knowledge of TeamMate audit software as an audit working paper, reporting and follow up audit tool, administration of the internal audit function, time and expense and billing processes.
- Support the PRASA GIA strategic intent of evolving to a next generation digitally enabled and transformed internal audit function, including best use of data analytics and continuous audits.

Additionally, the panel of internal audit service provider/s appointed will be expected to assist and provide additional resources to capacitate the internal resources to, amongst other things to undertake the following key responsibilities:

- Execute against the internal audit plan, which will deliver scoping documents and audit reports (amongst others).
- Issue periodic reports to GIA in support of reporting to the Audit Committee and Management summarizing results of audit activities and progress made in implementing the approved internal audit plans.
- Performance of follow up reviews on audit issues resolved by management to ensure continuous improvement of the control environment.
- Provide a list of significant measurement goals and metrics and report periodically on their performance against these goals and metrics to the Chief Audit Executive.

- Provide annual confirmation that the Bidder and its core team conform to the Global Internal Audit Standards.
- Report fraud incidents identified during internal audit execution and referred them to the forensic unit for further investigation.
- Execute audits within the audit management software tool (TeamMate).
- Internal audit plan and three-year rolling plan development support and tracking.
- Compilation of plans indicating the scope of each audit in the internal audit plan.
- Review of Group Internal Audit strategy, methodologies, charters and manual.
- Preparations of reports to the Audit and Risk Committee detailing performance against the plan, to allow effective monitoring and intervention when necessary.
- Control self-assessment and quality assurance reviews.
- Performing ad hoc tasks and other consulting work where necessary.
- Present comprehensive reports to Management and the Audit and Risk Committee through the office of the PRASA.

The audit file must be made available to the PRASA and will remain the property of the PRASA.

Service providers will be expected to develop and implement strategies for training in order to build capacity and transfer skills to the in-house staff on identified cases where feasible.

The PRASA will have the discretion to invite service providers based on the work allocation.

7.6 MEASUREMENTS AND PAYMENT

The appointed service provider will be notified of a brief to render services for a particular scope and payments based in accordance with applicable rates as approved by national treasury or rates for Auditor General of South Africa and for other professionals as regulated by their institutions.

8. FORM OF CONTRACT

The standard PRASA Consultancy Agreement will be used.

9. TIME FRAMES / PROGRAMS

9.1 Contract period:

The planned time frame for the implementation of this proposed project is 36 months renewable at PRASA discretion.

9.2 Program of the works:

KEY MILESTONES – Appointment of a panel of internal audit service providers for internal audit services for PRASA group

Activity	Duration (Weekdays)	Start Date	End Date
Bid Specification Committee		20 May 2025	23 June 2025
Bid Advertising		11 July 2025	
Compulsory Briefing		21 July 2025	
Questions from Bidders		04 August 2025	
Responses to Bidders		08 August 2025	
Bid Closing		13 August 2025	
Appointment of Bid Evaluation Committee		TBC	
Tender Evaluation		TBC	
Tender Adjudication		TBC	

Table 1 – Key milestones for Panel of internal audit

10 PRICING SCHEDULE**10.1 PRICING**

The professional fees, charges and disbursements shall not exceed the maximum applicable rates as determined and periodically published by the Office of the Auditor General of South Africa.

10.2 SCHEDULE OF PRICES (LUMP SUM)

Proposed fees for 3 years, less discount offered. Subtotal excluding VAT @15%, total tendered price inclusive of VAT. Proposed 3-year disbursement.

10.3 SCHEDULE OF REMUNERATION RATES

Pricing schedule: pricing schedule is compulsory and failure to complete same in prescribed manner and without alterations will result in disqualification of bid price proposal during the financial evaluation process

Prices should be based on the one-hour rate for all team members for the purposes of comparisons

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Fees must be determined according to the guidelines for fees issued from time to time by the south African institute of chartered accountants (SAICA) for work performed on behalf of the auditor general or fees as approved by national treasury.

Staff levels are for illustrative purposes only, bidders having different staffing naming convention must indicate such in column provided.

Unconditional discounts offered will be taken into considerations in the bid adjudication process, discounts offered subjects to specific conditions will Not be taken into considerations unless it applies to settling of invoices.

For the purposes of comparatives evaluating of bids please indicate the percentage escalation in your proposed rates for the level of staff proposed for the operational year 3 (2026/2027/2028).

The basis for reimbursing disbursement and expenses incurred will be according to prevalent government practices and National treasury practice note on cost containment.

NO	RESOURCE
1.	Engagement Partner/Director
2.	Senior Audit Manager
3.	Audit Manager
4.	Specialists
5.	Lead Auditor/Audit Supervisor/ Audit Senior
6.	Internal Auditor (completed training)

10.3.1 CONTRACT PRICE ADJUSTMENT

Where variations may become arise, the policy requirements will be applied accordingly.

10.4 EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 1 below for the selection of the preferred bidder that shall render professional services and construction management work for the project.

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance

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EVALUATION CRITERIA	WEIGHTING
Stage 1A - Mandatory Requirements	Refer to section 9.1
Stage 1B - Other Mandatory Requirements	Not applicable
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 80%
Stage 3	90/10 Preference points system
Price	90
Specific Goals	10

Table 1: Evaluation criteria for the selection of a potential bidder

The details of the stages outlined in Table 1 above are presented in following sections below.

STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

Stage 1A- Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:



No.	DESCRIPTION OF THE REQUIREMENTS
a)	Briefing Session Form D. Bidders must also reflect on the Compulsory Briefing Session Attendance Register (Delete if not applicable)
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable)

Table 2: Mandatory Requirements

Stage 1B - Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	DESCRIPTION OF REQUIREMENT
a)	Valid SARS Pin
b)	CSD supplier registration number
c)	Proof of office locations, such as a Municipal Services Account or Lease Agreement.

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d	Completion of ALL RFP documentation (includes ALL)
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Table 3: Other Mandatory Requirements

10.4.1 STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 80% as per the standard Evaluation Criteria presented in Table 1 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the Table 4 below.

Table 4: Technical Evaluation Criteria

Bidding Category/ Categories

No.	CATEGORIES	DESCRIPTION	Bidding Category (Indicate with tick mark)
1.	Category A	General Internal Audit Service	
2.	Category B	IT Audits	
3.	Category C	Specialised (Capital Programmes, Built Engineering, and Real Estate etc)	

Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [80] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality Evaluation Matrix & Criteria:

Details of the detailed scoring methodology are presented below:

FUNCTIONALITY EVALUATION FOR CATEGORY A – GENERAL INTERNAL AUDIT SERVICES

No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
A1	COMPANY EXPERIENCE Demonstrate experience in providing relevant	A1 Company Experience 5 Appointment letters and positive/ favourable reference letters for the same entity	3	5	15

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	services in line with the selected category. Please provide an appointment letters and positive/ favourable reference letters relevant to the contract/service signed whether subcontracting or freelancing and in the company letterhead with contact numbers	<div>3-4 Appointment letters and positive/ favourable reference letters for the same entity</div> <div>1-2 Appointment letters and positive/ favourable reference letters for the same entity</div> <div>0 Appointment letters and positive/ favourable reference letters for the same entity</div>	<div>2</div> <div>1</div> <div>0</div>		
A2 TEAM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE IN ACCORDANCE WITH THE SELECTED CATEGORY					
1	Project Director/ Partner: Must possess qualifications listed in (A2.1) (To earn full score, all three qualifications listed under (A2.1) must be met)	A2.1 Directors/ Partner qualifications	3	5	15
		1. Certified Internal Auditor (CIA) or Chartered Accountant (CA), and 2. Master's degree in Internal Auditing, or Master of Business Administration (MBA), or master's degree in accounting and 3. Must be a member of the Institute of Internal Auditors, minimum.			
	Project Director/ Partner: Years of experience. (NB: Only personnel that have all the qualifications under (A2.1) will be scored in this category.) The maximum score is 10 points.	1. No Certified Internal Auditor (CIA) or Chartered Accountant (CA) or 2. No master's degree in the relevant field, or 3. Not a member of the Institute of Internal Auditors, minimum.	0		
		10+ years senior manager experience.	2	5	10
		7 – 9 years senior manager experience.	1		
		Less than seven (7) years senior manager experience.	0		

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
2	Senior Manager Must possess qualifications listed in (A2.2) (To earn full score, all three qualifications listed under (A2.2) must be met)	A2.2 Senior Manager qualification 1. Certified Internal Auditor (CIA), and 2. Master's degree Internal Auditing or master's degree Accounting, and 3. Must be a member of the Institute of Internal Auditors, Minimum.	2	5	10
		1. No Certified Internal Auditor (CIA), or 2. No master's degree Internal Auditing or master's degree Accounting, or 3. Not a member of the Institute of Internal Auditors, minimum.	0		
	Senior Manager Years of experience. (NB: Only personnel that has all the qualifications under (A2.2) will be scored in this category.) The maximum score is 5 points.	8+ years' Senior Manager experience	5	1	5
		6 – 7 years Senior Manager experience	3		
		Less than six (6) years' Senior Manager experience	0		
3	Manager: Must possess qualifications listed in (A2.3) (To earn full score, all three qualifications listed under (A2.3) must be met)	A2.3 Manager qualification 1. Certified Internal Auditor (CIA), and 2. Honours degree Internal Auditing, and 3. Must be a member of the Institute of Internal Auditors, Minimum.	2	5	10
		1. No Certified Internal Auditor (CIA), or 2. No Honours degree Internal Auditing, or 3. Not a member of the Institute of Internal Auditors, Minimum.	0		

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	Manager: Years of experience (NB: Only personnel that has all the qualifications under (A2.3) will be scored in this category.) The maximum score is 5 points.	7+ years manager experience 5 – 6 years manager experience Less than five (5) years manager experience	5 3 0	1	5
4	Specialist – High Value Tenders, SCM, Contract Management: Must possess qualifications listed in (A2.4) (To earn full score, all three qualifications listed under (A2.4) must be met)	A2.4 Specialist – High Value Tenders, SCM, Contract Management qualification. 1. Certified Internal Auditor (CIA), and 2. NQF 8 in Internal Auditing or Accounting, and 3. Must be a member of the Institute of Internal Auditors, Minimum. 1. No Certified Internal Auditor (CIA), or 2. No NQF 8 in Internal Auditing or Accounting, or 3. Not a member of the Institute of Internal Auditors, Minimum.	1 0	5	5
	Specialist. High Value Tenders, SCM, Contract Management: Years of experience. (NB: Only personnel that has all the qualifications under (A2.4) will be scored in this category.) The maximum score is 5 points.	8+ years Internal Audit including 3+ years' experience specialising in High Value Tenders, SCM, Contract Management experience 6 – 7 years Internal Audit including 3+ years' experience specialising in High Value Tenders, SCM, Contract Management experience Less than six (6) years Internal Audit less than 3 years specialising in High Value Tenders, SCM, Contract Management experience	5 3 0	1	5
5	Senior Internal Auditors: Must possess qualifications listed in (A2.5)	A2.5 Senior Internal Auditors qualification 1. NQF level 7 in Internal Auditing or Accounting, and 2. Must be a member of the Institute of Internal Auditors, minimum.	1	5	5

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	(To earn full score, both qualifications listed under (A2.5) must be met)	1. No NQF level 7 in Internal Auditing or Accounting, or 2. Not a member of the Institute of Internal Auditors, minimum.	0		
	Senior Internal Auditors: Years of experience	5+ years Senior Internal Auditors Years of experience.	5	1	5
	(NB: Only personnel that has all the qualifications under (A2.5) will be scored in this category.) The maximum score is 5 points.	Less than three (3) years Senior Internal Auditors Years of experience.	0		
6	Internal Auditor member(s): Must possess qualifications listed in (A2.6)	A2.6 Internal Auditors qualification	1	5	5
	(To earn full score, both qualifications listed under (A2.6) must be met)	1. NQF level 7 in Internal Auditing or Accounting, and 2. Must be a member of the Institute of Internal Auditors, Minimum.			
		1. No NQF level 7 in Internal Auditing or Accounting, or 2. Not a member of the Institute of Internal Auditors, Minimum.	0		
	Internal Auditor member(s): Years of experience	3+ years of Internal Auditors experience	5	1	5
	(NB: Only personnel that has all the qualifications under (A2.6) will be scored in this category.) The maximum score is 5 points	Less than three (3) years 3+ years of Internal Auditors experience	0		
	I. Please provide a structure showing the resources that are proposed and their respective positions per bid category.				

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	II. Please provide a resume for all the positions as per the provided PRASA CV Template detailing the required minimum experience and qualifications of the proposed resources in respect of each category the firm is bidding for. III. Please provide copies of the certification confirming the qualifications from relevant institutions; certified with 6 months.				

FUNCTIONALITY EVALUATION FOR CATEGORY B – IT AUDIT

No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
B1	COMPANY EXPERIENCE Demonstrate experience in providing relevant services in line with the selected category. Please provide an appointment letters and positive/ favourable reference letter relevant to the contract/service signed whether subcontracting or freelancing and in the company letterhead with contact numbers	B1 Company Experience 5 Appointment letters and positive/ favourable reference letters for the same entity 3-4 Appointment letters and positive/ favourable reference letters for the same entity 1-2 Appointment letters and positive/ favourable reference letters for the same entity 0 Appointment letters and positive/ favourable reference letters for the same entity	3 2 1 0	5	15
B2	TEAM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE IN ACCORDANCE WITH THE SELECTED CATEGORY IT Governance Control Review, Applications Controls Review and Technical Audits				
1	Project Director/ Partner: Must possess qualifications listed in (B2.1) (To earn full score, all three qualifications listed under (B2.1) must be met)	B2.1 Directors/ Partner qualifications 1. Certified Information Systems Auditor (CISA), and 2. Master's degree in information technology or master's degree computer science or master's degree Internal Auditing, master's degree Accounting with	2	5	10

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
		specializations with Information Technology Audits, 3. Must be a member of Information Systems Audit and Control Association (ISACA), minimum.			
		1. No Certified Information Systems Auditor (CISA), or 2. No master's degree in information technology or master's degree computer science or master's degree Internal Auditing, master's degree Accounting with specializations with Information Technology Audits, and 3. Not a member of Information Systems Audit and Control Association (ISACA), minimum.	0		
	Project Director/ Partner: Years of experience (NB: Only personnel that has all the qualifications under (B2.1) will be scored in this category.) Maximum score is 10 points.	10+ years of Senior Management experience	5	2	10
		8 – 9 years of Senior Management experience	1		
		Less than eight (8) years of Senior Management experience.	0		
2	Senior Manager: Must possess qualifications listed in (B2.2) (To earn full score, all three qualifications listed under (B2.2) must be met)	B2.2 Senior Manager qualifications 1. Certified Information Systems Auditor (CISA), and 2. Honors degree Information Technology or Honors degree Computer Science or Honors degree Accounting or Internal Auditing with specializations with Information Technology (IT) Audits, and 3. Must be a member of Information Systems Audit and Control Association (ISACA), minimum.	2	5	15

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
		1. No Certified Information Systems Auditor (CISA), or 2. No Honors degree Information Technology or Honors degree Computer Science or Honors degree Accounting or Internal Auditing with specializations with Information Technology (IT) Audits, or 3. Not a member of Information Systems Audit and Control Association (ISACA), minimum.	0		
	Senior Manager: Years of experience (NB: Only personnel that has all the qualifications under (B2.2) will be scored in this category.) The maximum score is 5 points.	8+ years of Senior Manager experience.	5	1	5
		6 – 7 years of Senior Manager experience.	3		
		Less than six (6) years	0		
3	Manager: Must possess qualifications listed in (B2.3) (To earn full score, all three qualifications listed under (B2.3) must be met)	B2.3 Manager qualifications 1. Certified Information Systems Auditor (CISA), and 2. Degree/ B Tech in Information Technology or Degree/ B Tech Computer Science or Degree/ B Tech Internal Auditing or Degree/ B Tech Accounting with specialisation in Information Technology (IT) Audits, and 3. Must be a member of Information Systems Audit and Control Association (ISACA), minimum.	2	5	10
		1. No Certified Information Systems Auditor (CISA), or 2. No Degree/ B Tech in Information Technology or Degree/ B Tech Computer Science or Degree/ B Tech Internal Auditing or Degree/ B Tech Accounting with specialisation	0		

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
		in Information Technology (IT) Audits, or 3. Not a member of Information Systems Audit and Control Association (ISACA), minimum.			
	Manager: Years of experience. (NB: Only personnel that has all the qualifications under (B2.3) will be scored in this category.) The maximum score is 5 points.	7+ years of Manager experience.	5	1	5
		Less than seven (7) years of Manager experience.	0		
4	Specialist – Cyber Security audits and Technical Reviews: Must possess qualifications listed in (B2.4) (To earn full score, all three qualifications listed under (B2.4) must be met)	B2.4 Specialist for Cyber Security Audits and Technical Reviews qualifications 1. Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), CISSP, CEH, OSCP, CHFI and similar 2. NQF 8 in Information Technology (IT) or NQF 8 in Computer Science.	2	5	10
		1. Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), CISSP, CEH, OSCP, CHFI and similar 2. NQF 8 in Information Technology (IT) or NQF 8 in Computer Science.	0		
	Specialist – Cyber Security audits and Technical Reviews, Years of experience. (NB: Only personnel that has all the qualifications under (B2.4) will be scored in this category.) The maximum score is 5 points.	8+ years of Cyber Security audits and Technical Reviews experience.	5	1	5
		Less than eight (8) years of Cyber Security audits and Technical Reviews experience.	0		

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No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
5	Specialist – Data Analytics: Must possess qualifications listed in (B2.5) (To earn full score, all three qualifications listed under (B2.5) must be met)	B2.5 Specialist for Data Analytics qualifications 1. NQF 7 in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Technology (IT) Audits, and 2. Certified Data Analyst (ACDA) or ACL Scripting Certified or Certified Arbutus Analytics Professional (CAAP) or Scripting Certified, or PowerBI (Minimum)	2	5	10
		1. No NQF 7 in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Technology (IT) Audits, or 2. No Certified Data Analyst (ACDA) or ACL Scripting Certified or Certified Arbutus Analytics Professional (CAAP) or Scripting Certified, or PowerBI (Minimum)	0		
	Specialist – Data Analytics: Years of experience. (NB: Only personnel that has all the qualifications under (B2.5) will be scored in this category.) The maximum score is 5 points.	8+ years of Specialist – Data Analytics experience.	5	1	5
		Less than eight (8) years of Specialist – Data Analytics experience.	0		
	I. Please provide a structure showing the resources that are proposed and their respective positions per bid category. II. Please provide a resume as per the provided PRASA CV Template detailing the required minimum experience and qualifications of the proposed resources in respect of each category the firm is bidding for. III. Please provide copies of the certification confirming the qualifications from relevant institutions.				

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FUNCTIONALITY EVALUATION FOR CATEGORY C – SPECIALISED AUDIT

	CRITERIA	SUB - CRITERIA	SCAL E	WEI GH T	HIGHE S T POSSIB LE SCORE
C1	COMPANY EXPERIENCE Demonstrate experience in providing relevant services in line with the selected category. Please provide an appointment letters and positive/ favourable reference letters relevant to the contract/service signed whether subcontracting or freelancing and in the company letterhead with contact numbers	C1 Company Experience	3	5	15
		5 Appointment letters and positive/ favourable reference letters for the same entity			
		3-4 Appointment letters and positive/ favourable reference letters for the same entity	2		
		1-2 Reference letters and appointment letters from the entity that provided the reference	1		
		0 Reference letters and appointment letters from the entity that provided the reference	0		
C2	TEAM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE IN ACCORDANCE WITH THE SELECTED CATEGORY				
	Specialised Audits				
1	Project Director/ Partner: Must possess qualifications listed in (C2.1) (To earn full score, both qualifications listed under (C2.1) must be met)	C2.1 Director/Partner qualifications	3	5	15
		1. Master's degree in the relevant engineering field and 2. registered with the relevant professional body i.e. Professional Engineer (Pr Eng).			
		1. No master's degree in the relevant engineering field or 2. Not registered with the relevant professional body i.e. Professional Engineer (Pr. Eng).	0		
	Project Director/ Partner: Years of experience. (NB: Only personnel that has all the qualifications under (C2.1) will be scored in this category.) The maximum score is 10 points.	10+ years of senior management experience.	10	1	10
		8 – 9 years senior management experience.	5		
		Seven (7) years senior management experience.	3		
		Less than seven (7) years senior management experience.	0		

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	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
2	Specialist Engineering: Must possess qualifications listed in (C2.2) (To earn full score, both qualifications listed under (C2.2) must be met)	C2.2 Specialist Engineering qualifications	2	5	10
		1. Bachelor of Engineering, and 2. Registered as a Professional Engineer (Pr Eng)			
	Specialist Engineer: Years of experience. (NB: Only personnel that have all the qualifications under (C2.2) will be scored in this category.) The maximum score is 10 points	1. No Bachelor of Engineering, or 2. Not registered as a Professional Engineer (Pr Eng)	0	1	10
		8+ years of Specialist Engineering experience.	10		
		6 – 7 years of Specialist Engineering experience.	5		
		Five (5) years of Specialist Engineering experience.	3		
3	Specialist Real Estate: Must possess qualifications listed in (C1.3) (To earn full score, both qualifications listed under (C2.3) must be met)	C2.3 Specialist Real Estate qualifications	2	5	10
		1. Bachelor of Finance/ Economics/ Real Estate/ Property Studies, and 2. Chartered Financial Analyst (CFA)/ Certified Property Manager (CPM) issued by Institute of Real Estate Management (IREM)			
		1. No Bachelor of Finance/ Economics/ Real Estate/ Property Studies, or 2. No Chartered Financial Analyst (CFA)/ Certified Property Manager (CPM) issued by Institute of Real Estate Management (IREM)	0		

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	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	Specialist Real Estate: Years of experience (NB: Only personnel that has all the qualifications under (C2.3) will be scored in this category.) The maximum score is 10 points.	8+ years of Real estate experience. 6 – 7 years of Real estate experience. Five (5) years of Real estate experience. Less than five (5) years of Real estate experience.	10 5 3 0	1	10
4	Specialist – Capital Programmes: Must possess qualifications listed in (C2.4) (To earn full score, both qualifications listed under (C2.4) must be met)	C2.4 Specialist Capital Programmes qualifications 1. NQF level 8 in Quantity Surveying/ Project Management/ Engineering/ Infrastructure Finance/ Construction Management and 2. Be a Professional Project Manager, be a Professional, Quantity Surveyor (PrQS), Be a Professional Infrastructure Programme Manager (IPMP)etc. 1. No NQF level 8 in Quantity Surveying/ Project Management/ Engineering/ Infrastructure Finance/ Construction Management, or 2. No Project Management Professional, Professional Quantity Surveyor (PrQS), IPMP (Infrastructure Programme Management Professional) etc.	2 0	5	10
	Specialist – Capital Programmes: Years of experience (NB: Only personnel that has all the qualifications under (C2.4) will be scored in this category.) The maximum score is 10 points.	8+ years of Quantity Surveying/ Project Management/Infrastructure Finance/ Construction Management experience. 6 – 7 years of Quantity Surveying/ Project Management/Infrastructure Finance/ Construction Management experience. Five (5) years of Quantity Surveying/ Project Management/Infrastructure Finance/ Construction Management experience.	10 5 3	1	10

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	CRITERIA	SUB - CRITERIA	SCAL E	WEI GH T	HIGHE S T POSSIB LE SCORE
		Less than five (5) years of Quantity Surveying/ Project Management/Infrastructure Finance/ Construction Management experience.	0		
	I. Please provide a structure showing the resources that are proposed and their respective positions per bid category. II. Please provide a resume as per the provided PRASA CV Template detailing the required minimum experience and qualifications of the proposed resources in respect of each category the firm is bidding for. III. Please provide copies of the certification confirming the qualifications from relevant institutions.				

Only bidders who obtain a minimum of 80 points in respect of the following criteria will be considered for appointment in the panel.

STAGE 3: SPECIFIC GOALS

Bidders should provide their price proposal and proof of Specific Goals in envelope 2.

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	POINTS
1. 51% Black owned entities	5
2. Entity with B-BBBEE status at level 2	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$PS = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(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:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of.



(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black owned 51% Evidence : CIPC Documents / B-BBEE Certificate / Affidavit	5			
Entity with B-BBBEE status at level 2	5			

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Evidence: BEE Certificate/ Affidavit / (In case of JV, a consolidated score card will be accepted)				
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4.1 PRASA'S RESPONSIBILITIES

The Consultant's to be provided with:

- All available information that may be relevant to the project under consideration.
- Timeous feedback and comments on deliverables
- Access to relevant personnel within PRASA

4.2 FORM OF CONTRACT

The standard PRASA Consultancy Agreement will be used. Additional elements that will be catered for in the legal relationship include, inter alia:

- A Non-disclosure agreement (NDA) to be signed by the allocated Resources
- All provisions related to the POPIA to be considered
- Vetting (Company & Resources to be subjected to vetting)

5 SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

PROFESSIONAL TECHNICAL STAFF REQUIREMENTS

7.1.1 KEY PROFESSIONAL STAFF

Experience key professional staff in relation to the scope of work – Professionals Services:



TECHNICAL INFORMATION TO BE PROVIDED WITH TENDER

The Bidders shall submit Organisational Experience to demonstrate the requirements set out in the stage 2 functionality requirements.

6 TIME FRAMES / PROGRAMS

6.1.1 Contract period:

The planned time frame for implementing this proposed project is 36 months (three years).

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7 EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

7.1 EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels.

The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is 80%, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Approval	Approval and notification of the final Bidders.

8 VALIDITY PERIOD

This RFP shall be valid for *180 Business/ working days* calculated from Bid closing date.

9 POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 90/10.

10 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

11 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

SECTION 3

PRICING AND DELIVERY SCHEDULE

• PRICING SCHEDULE / BOQ

Respondents are required to complete the Pricing Schedule (Annexure B1) and Tender Form C Volume 2 (Annexure B2)

1 PRICING

- 1.1. Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.

- 1.5. Price escalation basis and formula must be indicated.
- 1.6. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 1.8.1. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
 - 1.8.2. if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
 - 1.8.3. if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
 - 1.8.4. If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.

2 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za) , [the other medium used to advertise the bid i.e CIDB if applicable](#) as required per National Treasury Instruction Note 09 of 2022/2023.

3 OWNERSHIP OF DESIGN

- 3.1 The plans and design developed and to be provided by PRASA shall at all times remain the property of PRASA

4 SERVICE LEVELS

- 1.1 An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or

locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

- 1.2 PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 1.3 PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.
- 1.4 The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
- a) Random checks on compliance with quality/quantity/specifications
 - b) On time delivery.
- 1.5 The Service provider must provide a telephone number for customer service calls.
- 1.6 Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES	
-----	--

5 TOTAL COST OF OWNERSHIP (TCO)

- 5.1 PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 5.2 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

6. FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past 12 months with their Proposal to enable PRASA to establish financial stability.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

7. VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____



**REQUEST FOR PROPOSAL: APPOINTMENT OF PANEL OF
INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR
A PERIOD OF THREE (3 YEARS)**

TENDER NUMBER: HO/INT-AUDIT/423/07/2025



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

8. CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____



**REQUEST FOR PROPOSAL: APPOINTMENT OF PANEL OF
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A PERIOD OF THREE (3 YEARS)**

TENDER NUMBER: HO/INT-AUDIT/423/07/2025



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

9. GENERAL CONDITIONS

10.1 ALTERNATIVE BIDS- N/A

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

10.2 PRASA'S TENDER FORMS

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

10.3 PRECEDENT

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

10.4 RESPONSE TO RFP-CONFIDENTIALITY

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other

Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;

- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
 - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
 - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
 - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

10.5 RESPONSE TO THE RFP – RFP DISQUALIFICATION

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

10.6 CORRUPTION, GIFTS AND PAYMENTS

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show

favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Subcontractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

10.7 INSURANCE

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

10.8 NO CONTACT POLICY

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

10.9 CONFLICT OF INTEREST

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

10.10 COLLUSION AND CORRUPTION

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

10.11 CONSORTIUM CHANGES

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.

- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
 - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
 - ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
 - iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

10.12 COSTS OF RESPONSE TO THE RFP SUBMISSION

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

10.13 RESPONSE TO THE RFP WARRANTY

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

11. CONDITIONS OF TENDER

General

- | | | |
|--|---|--|
| Actions | 1 | PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> . |
| PRASA's rights to accept or reject any tender | 6 | PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. |
| | 7 | After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time. |

Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|--|---|--|
| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Acknowledge receipt | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation. |
| | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account. |
| Site visit and / or clarification meeting | 8 | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i</i> -tender website and CIDB website. |

- | | | |
|---------------------------------|----|---|
| Seek clarification | 9 | Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> . |
| Insurance | 10 | Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance. |
| Pricing the tender | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> . |
| | 12 | Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices. |
| | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> . |
| | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies. |
| Alterations to documents | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes. |
| | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA. |

- Submitting a tender**
- 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.
- NOTE:**
- 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
- 20 **Submit the tender as an original plus 1 copy and an electronic version which should be contained in Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
- 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.
- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's name and contact address***. Where the tender is based on a two envelop system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.
- 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL"
- 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

- | | |
|---|---|
| Closing time | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p> |
| Tender validity | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p> |
| Clarification of tender after submission | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i>, shall be binding upon the <i>tenderer</i></p> |
| Submit bonds, policies etc. | <p>30 If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees,</p> |

policies and certificates of insurance required to be provided by the successful *tenderer* in terms of the *conditions of contract*.

- 31 Undertake to check the final draft of the contract provided by PRASA's *Representative*, and sign the Form of Agreement all within the time required.
- 32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.
- 33 Comply with PRASA's requirements regarding BBBEE Suppliers.

Fulfil BEE
requirements

PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

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| Respond to
clarification | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> . |
| Issue Addenda | 2 | If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i> , Addenda that may amend, amplify, or add to the <i>tender documents</i> . If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i> . |
| Return late
tenders | 3 | Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission. |
| Non-disclosure | 4 | Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract. |
| Grounds for
rejection | 5 | Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award. |

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| Disqualification | 6 | Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender. |
| Test for responsiveness | 7 | <p>Determine before detailed evaluation, whether each tender properly received</p> <ul style="list-style-type: none"> • meets the requirements of these Conditions of Tender, • has been properly signed, and • is responsive to the requirements of the <i>tender documents</i>. |
| | 8 | <p>Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would</p> <ul style="list-style-type: none"> • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified. |
| Non-responsive tenders | 10 | Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation. |
| Arithmetical errors | 11 | <p>Check responsive tenders for arithmetical errors, correcting them as follows:</p> <ul style="list-style-type: none"> • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Prices, if any, will be corrected. |
| | 12 | Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any). |

Evaluating the tender	13	Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	14	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	15	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	16	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
Prepare contract documents	17	Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of <ul style="list-style-type: none"> • Addenda issued during the tender period, • inclusion of some of the <i>tender returnables</i>, and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).
Issue final contract	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.
Sign Form of Agreement	19	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.

**REQUEST FOR PROPOSAL: APPOINTMENT OF PANEL OF
INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR
A PERIOD OF THREE (3 YEARS)****TENDER NUMBER: HO/INT-AUDIT/423/07/2025****Provide copies of
the contracts****20**

Provide to the successful *tenderer* the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.