

**RTIA**

Road Traffic Infringement Agency

Justice in Adjudication

BID NUMBER:	RFP01/2025/2026
DESCRIPTION:	THE APPOINTMENT OF A SUITABLE, REPUTABLE AND WELL-ESTABLISHED INTERNAL AUDIT SERVICE PROVIDER TO ASSIST THE AUDIT AND RISK UNIT IN A CO-SOURCED CAPACITY FOR A PERIOD OF THREE (3) YEARS.
VALIDITY PERIOD:	120 Days from the closing date.
CLOSING DATE:	09 September 2025 at 11:00am
PROPOSALS MUST BE HAND DELIVERED/ COURIERED TO:	Road Traffic Infringement Agency Head Office (at reception) New Road Office Park, 10 Matuka Close, Midrand 1685
ATTENTION:	Supply Chain Management Office: Ms. Kelebogile Thipe Mabotja
Enquiries	bids@rtia.co.za and Kelebogile.Thipe@rtia.co.za
Proposals must be deposited inside the RTIA bid box situated at the building mentioned above on or before closing date and time.	
Compulsory Clarification Session: Meeting ID: 384 433 661 664 4 Passcode: xh6AS37C Date: 25 August 2025 Time: 11: 00am	



YOU ARE HEREBY INVITED TO THE BID FOR ROAD TRAFFIC INFRINGEMENT AGENCY

BID NO: RFP01/2025/2026

CLOSING TIME: 11:00

CLOSING DATE: 09 September 2025

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with the bid for services reflected on the attached forms
2. Attached please find:
 - 2.1 Authority to sign Standard Bidding Documents (SBD's) on behalf of an Entity. Pg. 3-4
 - 2.2 Invitation to bid (SBD1)Pg. 5-6
 - 2.3 Pricing Schedule Services) (SBD .3.3)Pg.7
 - 2.4 Declaration of interest (SBD 4)Pg. 8-12
 - 2.5 Preference points claim form (SBD 6.1) Pg. 12-15
 - 2.6 Terms of ReferencesPg.16-30
 - 2.7 General Conditions of the Contract.....Pg.31-44
3. If you are a sole agent or sole supplier, you should indicate your market price after discount to your clients or if that is not possible your percentage net profit before tax in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Failure to comply may disqualify your proposal. Each Bid document must be submitted in a separate sealed envelope stipulating the following information: Name and address of the bidder, bid number and closing date of the bid.
5. Bid proposals must be deposited into the tender box situated Road Traffic Infringement Agency, Head Office (at the reception), **New Road Office Park, 10 Matuka Close, Midrand, 1685** , by not later than the closing date and time indicated above. Bid proposals which are not inside the Tender or bid box on the closing date and time will not be considered.

Yours faithfully

SIGNED

MS KELEBOGILE THIPE

SPECIALIST SCM

DATE:15 August 2025

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD's) ON BEHALF OF AN ENTITY

Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In Case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing director or other official of the company to sign the documents on behalf of the company.

In a case of a **CLOSE CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In a case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign documents unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which a **proof of such authorization** shall be included in the Tender.

In a case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

Accept that failure to submit proof of Authorization to sign the tender shall result in a tender offer being regarded as non-responsive

EXAMPLE OF THE RESOLUTION OF AUTHORITY TO SIGN BIDDING DOCUMENTS

Signatories for Companies, Close Corporation, and Partnerships must establish their authority by ATTACHING TO THIS FORM, ON THEIR ORGANIZATION'S LETTER HEAD, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

MAGEZA ZINTO (Pty) Ltd

By resolution of the Board of Directors taken on 04 June 2024

Mrs K Kodue

**Has been duly authorized to sign all documents in connection
with:**

**THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
CLEANING AND HYGIENE SERVICES FOR THE ROAD TRAFFIC
INFRINGEMENT AGENCY With Bid Number RFP02/2024/2025**

On Behalf of MAGEZA ZINTO (Pty) Ltd

**Signed on behalf of the Company; (Signature of Managing
Director)**

NAME AND SURNAME	SIGNATURE

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD TRAFFIC INFRINGEMENT AGENCY					
BID NUMBER:	RFP01/2025/2026	CLOSING DATE:	09 September 2025	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SUITABLE, REPUTABLE AND WELL-ESTABLISHED INTERNAL AUDIT SERVICE PROVIDER TO ASSIST THE AUDIT AND RISK UNIT IN A CO-SOURCED CAPACITY FOR A PERIOD OF THREE (3) YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO:					
Road Traffic Infringement Agency Head Office (at reception) New Road Office Park, 10 Matuka Close, Midrand, 1685					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	<input type="checkbox"/>	NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors,					

etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Road Traffic Infringement Agency	CONTACT PERSON	Ms Keobakile Poee
CONTACT PERSON	Ms Kelebogile Thipe	TELEPHONE NUMBER	087 285 0480
TELEPHONE NUMBER	087 287 7995	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	NA	E-MAIL ADDRESS	Bids@rtia.co.za
E-MAIL ADDRESS	Kelebogile.Thipe@rtia.co.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE: 09 September 2025

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. Are the rates quoted firm for the full period of contract? *YES/NO
4. Person and Position Hourly Rate Daily Rate

Position	Internal Audit		IT Audit		Forensic Audit	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
Senior Manager						
Audit Manager						
Audit Senior						
Internal Auditor						

Please indicate your total bid price here: R..... (Compulsory)

- (a) Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.
- (b) NOTE: All prices must be VAT inclusive and must be quoted in South African Rand.

Signature	Date
Position	Name of Bidder

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

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

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date

.....
Position	Name of bidder

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

COMPETITIVE BID PROCESS (ABOVE R 1 MILLION UP TO R 50M)

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who has a disability – **attach doctor's letter confirming the disability**
 - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Specific goal: **Locality** –
 - (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
 - (b) a valid lease agreement from the lessor **or**
 - (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.
- 1.8 Local content – specific goal: the SBD 6.2 must be fully completed and signed

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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 (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Locality	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify

that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
.....



Request for Proposals

TERMS OF REFERENCES FOR THE APPOINTMENT OF A SUITABLE, REPUTABLE AND WELL-ESTABLISHED INTERNAL AUDIT SERVICE PROVIDER TO ASSIST THE AUDIT AND RISK UNIT IN A CO-SOURCED CAPACITY FOR A PERIOD OF THREE (3) YEARS.

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1. PURPOSE

The purpose of this bid is to appoint a suitable, reputable and well-established Internal Audit service provider to assist the Audit and Risk unit in a co-sourced capacity for a period of three (3) years.

2. SCOPE OF WORK

- 1) The successful internal audit service provider will audit selected activities under the direction of the CAE which are in line with the definition of internal auditing as defined by the Institute of Internal Auditors (IIA).
- 2) Provide RTIA with skilled auditors and supervisors to conduct internal audit projects according to the approved internal audit plan that may include the following areas:
 - ❖ Internal Audit: Risk based and cyclical audits.
 - ❖ Enterprise Risk Management Reviews.
 - ❖ Information Technology (IT) audits and IT consulting services.
 - ❖ Forensic Audits.
- 3) Assist with reviewing of the action plans and follow up on action plans that will be compiled by management. This includes previous Internal Audit reports, External Audit reports and IT audit reports. This will be done with the intent of improving controls within the RTIA.
- 4) Transfer of skills to RTIA Audit and Risk staff.
- 5) Value added services and Technology: Bidders should state value added services they propose to bring to RTIA and the use of CAATs in performing internal audit work.
- 6) Assist RTIA in maintaining effective and efficient controls by evaluating the controls and developing recommendations for enhanced improvement.
- 7) The controls subject to evaluation should encompass, amongst other, the following:
 - ❖ The Information system environment;
 - ❖ The reliability and integrity of financial and operational information;
 - ❖ The efficiency and effectiveness of operations;
 - ❖ Safeguarding of assets; and
 - ❖ Compliance with laws, regulations and controls.
- 8) Assist RTIA in achieving objectives by evaluating and developing recommendations for the enhancement or improvement of the process through which:
 - ❖ Objectives and values are established and communicated;
 - ❖ The accomplishment of objectives is monitored;
 - ❖ Accountability is ensured;
 - ❖ Corporate values are preserved;
 - ❖ All internal audits are to be conducted according to the approved internal Audit plan;
 - ❖ In planning and conducting the work, service provider shall seek to identify serious defects in the internal controls, which might result in possible malpractices and such defects report and it should be reported immediately. This also applies to instances where serious fraud and irregularity is uncovered
 - ❖ All internal audit work must confirm to the IPPF International Standards for the Professional Practice of Internal Auditing. The work will also be subjected to an external quality assurance review, if necessary;

- ❖ On completion of each assignment the service provider must distribute copies of the final report to the CAE and a copy of the audit file. The CAE will discuss the reports at the audit and risk committee meetings; and
- ❖ The service provider should maintain their objectivity by remaining independent of the activities they audit.

The following are requirements for successful service providers to note:

- ❖ Have no executive or managerial powers, functions or duties;
- ❖ Not be involved in the day to day operation of RTIA;
- ❖ Not be responsible for the detailed development or implementation of new systems and procedures;
- ❖ The internal audit methodology of the RTIA must be followed during the audit assignment;
- ❖ All serious defects in internal controls must be identified and reported to the CAE;
- ❖ There must be professionally qualified supervisors present throughout the duration of the contract;
- ❖ The RTIA will not be billed for any unproductive or duplicated time spent on assignments, for any reason;
- ❖ Sufficient time must be spent on assignments to ensure that quality is maintained at the highest standards;
- ❖ All staff assigned to the assignment must be properly qualified and trained with at least three (3) years' experience in Internal Audit;
- ❖ The projects team must be five at least and above for Internal Audit.
- ❖ Completion of list of project team will be required to keep record of a breakdown of hours committed with relevant supporting documentation;
- ❖ Not doing any subcontracting work to RTIA for the Auditor-General during the period of appointment as the internal auditor of RTIA.
- ❖ The service provider will be responsible for its own hardware and technical software to adequately perform its functions;
- ❖ The service provider must clearly indicate its capacity to conduct simultaneous projects at the same time;
- ❖ The proposed audit team to conduct the Internal Audit work should be provided on the bid document; and
- ❖ Service Provider's independent quality assurance report must be submitted.

3. Technical proposal contents

The bidder's proposed key team must be suitably qualified and skilled to deliver on this contract. The proposed team must demonstrate a track record/experience in providing internal audit service in the Public Sector and should include the following:

- ❖ Capacity and experience (internal audit in Public Sector Service) of the service provider,
- ❖ Professional details (membership) and detailed CV of the assigned staff to this contract,
- ❖ Public Sector experience (exposure specific to internal audit) and specialised fields i.e. IT audit, performance information Audits, risk management, Forensic Audits etc.
- ❖ Contactable reference to enable the RTIA to do referencing,
- ❖ Quality assurance programme for the audit work, and

- ❖ Demonstrate internal audit multi-project management

Proposals must address the following:

- ❖ Capacity and experience (business and internal audit) of the service provider
- ❖ The Audit approach that is in accordance with the IIA standards.
- ❖ Professional details (membership) and CV's of the assigned staff (Refer to Annexure A).
- ❖ Public Sector experience (exposure specific to internal audit).
- ❖ Contactable reference to enable client to do referencing.
- ❖ Rotation plan for personnel on the assignments.
- ❖ Coordination with in-house internal audit function.
- ❖ Service provider's quality assessment results.
- ❖ Willingness of key personnel to be vetted where there is a need.
- ❖ Quality assurance experience.
- ❖ Internal Audit methodology.
- ❖ ICT Internal Audit methodology.
- ❖ Forensic Audit methodology.
- ❖ Independence from the external audit activities (given that most firms are also providing external audit services through AG).
- ❖ Skills transfer plan to in-house Internal Audit staff.
- ❖ The service provider shall furnish such additional information that the RTIA may reasonably require.

4. REQUIREMENTS FOR SERVICE PROVIDER SPECIALISTS AND TEAM COMPOSITION

IT Audit Specialist Team Qualification

- ❖ For the IT Audit Projects, the allocated Audit Project Manager(s) must each be in the possession of a B. Com Internal Auditing or B.Sc. Information Systems degree or equivalent and Certified Information Systems Audit (CISA) professional qualification, as a mandatory requirement. The Audit Project Managers must be identified by name(s) for each of the IT Audit Projects.
- ❖ IT auditors that are proposed to form part of the IT audit team are required to each be in the possession of a B. Com Internal Auditing or B.Sc. Information Systems degree or equivalent as a mandatory requirement. A CISA qualification for these proposed auditors will be advantageous.

Audit Specialist Team Composition and experience

- ❖ Due to the specialisation of the IT audit projects and the requirement that specialists must work independently, the minimum mandatory experience of each specialist assigned to the audit project must be at least 4 years' experience in the related areas of speciality.
- ❖ The audit team composition must provide expertise through a proven track record in the areas of:
 - a) General and application controls (mandatory for all proposed audit specialists excluding for the Business Continuity and Network Operations specialists;
 - b) Business Continuity;

- c) Network Operations; d) IT project reviews including project finances, IT project plans, and related project records and deliverables; and
- e) Legislative and National Treasury requirements applicable to projects. ;
- f) ICT Security (including Cyber Security)
- ❖ The proposed audit project managers must have a minimum of five years' experience in managing IT Audits.

Forensic Specialist Team Qualification

- ❖ Specialized skills and knowledge to investigate potential fraud, theft, or other financial crimes. Forensic auditors must be able to analyze financial records, gather evidence, interview witnesses, and present findings, often in a legal setting. Understanding of accounting principles, auditing standards, and the legal framework.
- ❖ For the **Forensic** Audit Projects, the allocated Audit Project Manager(s) must each be in the possession of a B. Com degree Accounting or equivalent and Certified Fraud Examiner (CFE), as a mandatory requirements.
- ❖ The proposed audit project managers must have a minimum of five years' experience in managing Forensic Audits.
- ❖ Senior and junior auditors that are proposed to form part of the Forensic audit team are required to each be in the possession of a Diploma in internal auditing/Accounting, B. Com Internal audit/ Accounting degree or equivalent as a mandatory requirement. A CFE qualification for these proposed auditors will be advantageous.

Internal Audit Specialist Team Qualification

- ❖ For the **Internal** Audit Projects, the allocated Audit Project Manager(s) must each be in the possession of a B. Com Internal Auditing or equivalent and Certified **Internal Auditor** (CIA) or Chartered Accountant (CA) professional qualification, as a mandatory requirement. The proposed audit project manager must have a minimum of five years' experience in managing **Internal Audits projects**.
- ❖ Senior and junior auditors that are proposed to form part of the internal audit team are required to each be in the possession of a Diploma in internal auditing, B. Com Internal degree or equivalent as a mandatory requirement. A CIA, PIA or IAT qualification for these proposed auditors will be advantageous.

Curriculum Vitae

- ❖ The bid response must include curriculum vitae in respect of the persons to be used on the projects.

5. . DELIVERABLES

The successful bidder to report directly to the CAE and shall conduct/prepare reports as directed.

In carrying out its support functions to the CAE, the appointed bidder shall produce the following:

- ❖ Prepare for approval by the CAE, a plan indicating detail of budgets and timeframes and the detail scope of the allocated internal audit projects and IT audits.
- ❖ Monthly progress reports against the approved internal audit plan.

- ❖ Submit audit reports after finalisation of projects signed by project director and submit to the CAE.
- ❖ Submit audit files of all projects to the CAE after finalisation of the audit projects within a week.
- ❖ Prepare reports for the Audit and Risk Committee meetings as and when required by the CAE.
- ❖ The successful bidder is to ensure that the co-sourced internal audit support is conducted in accordance with standards as set by the Institute of Internal Auditors and the RTIA internal audit methodology.
- ❖ Transfer of skills to RTIA Internal Audit staff

6. Duration / Commitment period

- ❖ The total duration of the project is for a period of three (3) years from the date of signing the service level agreement (SLA).
- ❖ An assessment will be performed annually on the work done by the service provider.
- ❖ The co-source hours will be 3000 hours per annum (9000) for three years.
- ❖ RTIA has the right to amend the hours allocated for projects to be audited.

7. MANDATORY REQUIREMENTS

Phase 1: This phase is not scored and bidders who fail to comply with all the mandatory criteria requirements stipulated below will be disqualified.

- A. Proof of membership with the following professional bodies for the Resources (Please submit valid certified copies): (Minimum 5 resources per audit assignment)
 - ❖ Institute of Internal Auditors South Africa (IIASA);
 - ❖ Association of Certified Fraud Examiners (ACFE) South Africa.
 - ❖ Information Systems Audit and Control Association (ISACA)
- B. Bidders must be registered on the Central Supplier Database, and the Road, Traffic Infringement Agency, shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database. Their tax compliance status will be verified through the Central Supplier Database. It is, therefore, a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the contract.
- C. Bidders are required to attend compulsory briefing sessions

8. EVALUATION CRITERIA

Phase 2: Functional/technical Evaluation

- 7.1 Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid

Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

- 7.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 7.3 Functionality will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.
- 7.4 The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.
- 7.5 The applicable values that will be utilized when scoring each criteria ranges from: **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent**

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1. ABILITY AND CAPABILITY	<p>Company experience: experience of the company in Internal Audit, Forensic and IT Audit in the public sector.</p> <p>NB: The content of the reference letters/testimonials must indicate the type of services rendered and period of the project as well as the magnitude of the project. Contracts, Service Level Agreements, Appointment Letters and Purchase Orders will be considered as proof of experience.</p> <p>5-6 years = 1 7-8 years = 2 9-10years = 3 11-12 years = 4 Above 13 years = 5</p>	10
	<p>Project leader to be utilized in the execution of the contract please attach personnel CVs entailing experience in Internal Audit, Forensic and IT Audit (supervisors with minimum of B. Com degree Internal Audit Accounting or equivalent and minimum 5 years' experience as a Project Leader) CIA,CISA and CFE</p> <ul style="list-style-type: none"> 5 years and above combined experience of project team = 5 4 - 5 years combined experience of project team = 4 3- 4 years combined experience of project team = 3 	20

	<ul style="list-style-type: none"> • 2-3 years combined experience of project team = 2 • year combined experience of project team = 1points 	
	<p>Internal Auditors to be utilized in the execution of the contract please attach personnel CVs entailing s experience in Internal Audit, Forensic and IT Audit (supervisors with minimum of B. Com degree Internal Audit Accounting or equivalent and minimum 3 years' experience as a Project Leader) CIA,CISA and CFE and the team must be at five members and above.</p> <ul style="list-style-type: none"> • 11years and above combined experience of project team = 5 • 9 - 10 years combined experience of project team = 4 • 7- 8 years combined experience of project team = 3 • 5-6 years combined experience of project team = 2 • 3-4 year combined experience of project team = 1points 	20
2. SKILL TRANSFER	Skills transfer plan (Please attach a detailed plan on how you will be transferring skills to the in-house Internal Audit team)	10
3. METHODOLOGY	<p>The proposal should include frameworks, tools and methodologies used.</p> <p>Internal Audit (20 points), Forensic investigation (10 points) IT Audit (10 points), including IT audit approach relating to:</p> <ul style="list-style-type: none"> • BCP &DRP • Information security management/cybersecurity 	40
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

Bidders that fail to achieve a minimum of 80 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on the Preference Points System stage.

8. Third Stage – Evaluation in terms of 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

8.1 The following table will be used to calculate the points out of 20 for the preference points for this project.

Description	Points
-------------	--------

Who had no franchise in national elections before the 1983 and 1993 Constitution	8
Women	5
People with Disabilities	2
Youth	2
Locality	3
Total Points	20

NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, Medical report as well as prove of residence.

- 8.2.** Failure on the part of the bidder to comply with the above will be deemed that preference points for are not claimed and will therefore be allocated a zero (0).
- 8.3** The points scored will be rounded off to the nearest 2 decimals.
- 8.4** In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points
- 8.5** However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for HDI'S the contract will be awarded to the bidder scoring the highest for functionality.
- 8.6** Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 8.7** A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

9. COMPULSORY INFORMATION SESSION

- 9.1.** A compulsory Briefing session will be held at **Visual /online** detailed in the Advert. The compulsory Briefing session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. Any Briefing Notes which may be issued by the RTIA to the Service Providers should be considered as part of this project.
- 9.2.** Firms may ask for clarification on this ToR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that register at the briefing session.

10. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS

- 10.1 The successful bidder must obtain prior RTIA approval to sub-contract, and/or amend the sub-contracting arrangements.
- 10.2A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.
- 10.3A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 10.4A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- 10.4.1 the conditions under which the consortium will function;
 - 10.4.2 its period of duration;
 - 10.4.3 the persons authorised to represent it;
 - 10.4.4 the participation of the several parties forming the consortium;
 - 10.4.5 the benefits that will accrue to each party; and
 - 10.4.6 any other information necessary to permit a full appraisal of its functioning.

11 SECURITY AND CONFIDENTIALITY OF INFORMATION

No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of RTIA, except where authorised in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with RTIA.

12 TERMS AND CONDITIONS

- 12.1 The RTIA reserves the right to amend, modify or withdraw this Terms of Reference (ToR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 12.2.** Neither the RTIA, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this ToR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 12.3. The costs of preparing proposals and of negotiating the Contract will not be reimbursed.
- 12.4.** The RTIA also reserves the right to call interviews with short-listed Service Providers before final selection, and to negotiate price with the Preferred Service Providers.

12.5. Firms may not contact RTIA on any matter pertaining to their bid from the time when bids are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

12.6. Bid submission requirements must be completed in sections and appendices provided in the bid document.

12.7. ALL BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT NATIONAL TREASURY. More information in this regard is available on www.ocpo.treasury.gov.za. Proof of registration must be submitted together with the technical proposal.

12.8. Bidders may provide any additional information deemed important for the RTIA to consider.

12.9. Prospective Bidders must at all times comply with the RTIA's Supply Chain rules and processes with regard to all projects and payments.

13. PAYMENT

13.1. Invoice. The Contractor's Project Manager shall at the end of each deliverable submit a consolidated invoice, certified as correct by the Contractor's Project Manager, showing the actual work performed, hours worked, and manpower inputs for the task and associated costs accompanied by all supporting documents.

13.2. Detailed Pricing. Service Providers must complete the required SBD3.3 Pricing documents and ensure that Prices are:

11.2.1 Firm and inclusive of all costs, including disbursements;

11.2.2 Inclusive of VAT, if applicable;

11.2.3. Correctly calculated and identical to the financial proposal;

11.2.4. Pricing should be detailed, with proper cost breakdown.

13.3 Fees

Domestic hotel accommodation may not exceed R 1440, inclusive of VAT per night per person. (incl. dinner, breakfast and parking), air travel must be restricted to economy class, and travel claims per kilometre may not exceed the rates approved by the Automobile Association of South Africa.

13.4 Rates

According to the 23 October 2013 Cabinet Resolution as defined in the National Treasury Instruction 01 of 2013/14: Cost Containment Measures sub-paragraph 4.2; the Consultants (or Service Provider) will only be remunerated on the following rates regime:

13.4.1. The 'Guidelines for fees' issued by South African Institute of Chartered Accountants (SAICA);

13.4.2. The "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

13.4.3. Based on the body regulating the profession of the Consultant.

13.5 Payment information

13.5.1 An invoice only becomes due and payable:

- a. When the Project Manager signs-off on the specific deliverable and submits the invoice for payment;
 - b. When the invoice is correct with regards to calculations, information contained, banking details and supporting documents.
- 13.5.2 It is important to ensure that invoices are correctly submitted and reference the project name, and Order Number
- 13.5.3 Non-compliance will delay the payment process.

14. CONTACT DETAILS

Administrative Contact	Technical Contact
Supply Chain Management	Project Manager
Name: Kelebogile Thipe	Name: Keobakile Pooe
Tel: 087 287 7995	Tel: 087 285 0480
E-mail: kelebogile.thipe@rtia.co.za	E-mail: Keobakile.pooe@rtia.co.za