

INVITATION TO BID

REQUEST FOR BID DESCRIPTION:

**ESTABLISHMENT OF A PANEL OF INTERNAL AUDIT
CONSULTANTS FOR THE SUPPLY OF INTERNAL AUDIT, IT
AUDIT, FORENSIC AUDIT AND TECHNICAL AND QUALITY
SERVICES FOR A PERIOD OF THREE (3) YEARS**

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NOTE:

**Kindly register on the National Treasury's Central Supplier
Database (CSD) via www.csd.gov.za**

*Bids must ONLY be submitted in hard copy; electronic bid submissions are
NOT acceptable.*

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RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Designated sectors: Local production and content. (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Copy of latest audited financial statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Bid conditions acceptance form on KD17	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EIAT/2025/05

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 04 September 2025 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:
- The Manager: Supply Chain Management Department
 Armscor SOC Ltd
- Postal address: Armscor SOC Ltd
 Private Bag X337
 Pretoria
 0001
- Delivery address: Armscor Head Office
 370 Nossob Street
 Erasmuskloof Ext 4
 Pretoria
- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received five (5) working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)

Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

If Joint Venture or Consortium, indicate the following:

Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact: -

The Security Registration
Private Bag X337
PRETORIA
0001

E-mail: - register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -Where Applicable**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges: Not Applicable to this bid**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Advance payments: Not Applicable to this Bid**

Bidders shall furnish the price without advance payment.

6. **Performance Guarantee: Not Applicable to this Bid**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. **Commissions: Not Applicable to this Bid**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

8. **Tax Compliance Requirements**

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

8.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.

8.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.

8.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.

8.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.

9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

8.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

9. Tax Compliance

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armscor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

10. Defence Industrial Participation and National Industrial Participation: Not Applicable to this Bid

10.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

10.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

11. Mandatory local production and content for designated sectors: Not Applicable to this Bid

11.1 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

11.2 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

12. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022. **Not Applicable to this Bid**

The applicable points are: **Not Applicable to this Bid**

Price: (Pp) 80 Points

Specific Goals 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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KD17

BID NUMBER : EIAT/2025/05

CLOSING AT 11:00 ON : 04 September 2025

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
ESTABLISHMENT OF A PANEL OF INTERNAL AUDIT CONSULTANTS FOR THE SUPPLY OF INTERNAL AUDIT, IT AUDIT, FORENSIC AUDIT AND TECHNICAL AND QUALITY SERVICES FOR A PERIOD OF THREE (3) YEARS				
	1) Refer to Annexure A- scope of work. 2) Refer to Annexure B- evaluation criteria.			
	<ul style="list-style-type: none"> Price will not be required for the establishment of the panel however will be requested at the RFQ stage, at the time when suppliers on the panel are invited to submit pricing proposals, through an RFQ invitation. Instances where the outcome of this procurement process does not frame sufficient panel members. Armscor reserves the right to augment the panel. 			

1. Delivery address: Armscor Head Office
Cnr Delmas Drive and Nossob street
Erasmuskloof Ext 4
Pretoria
0001
2. **Non-compulsory bidders briefing will be held at Armscor Head Office, 370 Nossob Street Cnr Delmas Avenue & Nossob Street on 25 August 2025 from 10h00.**

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ANNEXURE A
SCOPE OF WORK

1. Armscor wishes to appoint qualified Consultants to its panel of service providers to assist the Internal Audit Division with outsourced, co-sourced Internal Audit services and secondment of resources as and when required for a period of three (3) years.
2. The Internal Audit services required are grouped into four (4) categories tabled below.

Category	Field of appointment
Category 1 – Internal Audit Services	Operations Audits Performance Audits Financial Audits Performance Information Audits Compliance Audits
Category 2 – IT Audit Services	General and Application control reviews Firewall reviews Cybersecurity Maturity Assessment Vulnerability Assessment Ethical hacking other Network security related audits
Category 3 – Forensic Audit Services	Procurement, Human Resources, Finance, IT and related investigations.
Category 4 – Technical and Quality Services	Technical Management Internal Assessments External Assessments Action Plan Monitoring Combined Assurance Training and Development Quality Assurance Improvement Programme

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3. The Consulting Firms will be required to provide the following services to Armscor Internal Audit Division:

3.1 Internal Audit Services

- Undertake the Internal Audit work, including the engagement planning, execution and reporting in accordance with the International Professional Practice Framework (IPPF) including the Global Internal Audit Standards.
- Have knowledge of PFMA, National Treasury, GRAP, GAAP, IFRS, King IV etc.
- Member of IIA (SA) or SAICA/FASSET accounting articles with CIA Certification or (CA(SA)).

3.2 IT Audit Services

- Undertake IT Audit work, including the engagement planning, execution and reporting in accordance with the International Professional Practice Framework (IPPF) including the Global Internal Audit Standards.
- The IT Audit Specialists should have a Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Information Security System Professional (CISSP) or Chartered Accountant (CA(SA) and Cybersecurity specialist should have certification in CEH/CISSP.
- IT Audit specialist should have experience in performing General and Application control reviews and further have knowledge of the framework such as COBIT, ITIL and Project Management Framework.
- Cybersecurity specialist should have experience in performing Cybersecurity Maturity Assessment, Ethical hacking, Vulnerability Assessment, Firewall review and other Network security related audits. The specialist should also have knowledge of information/ Cyber Security Framework such as NIST or ISO 27001.
- Membership of Information Systems Audit and Control Association (ISACA) or The South African Institute of Chartered Accountants (SAICA).

3.3 Forensic Audit Services

- Conduct investigations (planning, execution and reporting) in accordance with the Association of Certified Fraud Examiners (ACFE) standards.

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- Represent Armscor during the disciplinary or court proceedings as and when required (Resolution services).
- Member of the Association of Certified Fraud Examiners (ACFE) or The South African Institute of Chartered Accountants (SAICA), with Certified Fraud Examiner (CFE) or Chartered Accountants (CA(SA) certification.

3.4 Technical and Quality Services

- Provide technical support to the Internal Audit Division by providing on job training to ensure continuous professional development of Internal Audit staff and
- Provide technical support to the Internal Audit staff on both formal and informal queries relating to methodology, audit reporting, quality assurance processes, policies, combined assurance, quality assurance improvement programme and any other technical matters.
- Member of IIA (SA) and SAICA/FASSET accounting articles with CIA or CA(SA) Certification.

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ANNEXURE B

1 BIDDERS BRIEFING

A non-compulsory bidders briefing will be held at Armscor Head Office, 370 Nossob Street Corner Delmas Avenue & Nossob Street on 25 August 2025 at 10:00 am.

2 EVALUATION PROCESS

Each received bid will be evaluated in 2-stages tabled below.

STAGE 1	Mandatory Criteria
STAGE 2	Functionality Criteria

2.1 STAGE 1: Mandatory Criteria

2.1.1 Each bid will be assessed against the mandatory criteria requirements. Failure to comply with any one of the mandatory criteria, will result in elimination from further evaluation process.

2.1.2 The Mandatory Criteria is tabled below.

Criteria No.	Criteria	Compliance evidence
1.	<p>The bidders resources / consultants namely the:</p> <ol style="list-style-type: none">1. Partner / Director; and2. Team Members; <p>must be members of their respective professional bodies</p> <ul style="list-style-type: none">• Institute of Internal Auditors (IIA)/• The South African Institute of Chartered Accountants (SAICA) /• Association of Certified Fraud Examiners (ACFE) /• International Systems Audit and Control Association (ISACA) /• other relevant audit related bodies.	<p>The bidder must provide the following:</p> <ol style="list-style-type: none">1. Membership Certificate of the Relevant Professional Body of the Partner / Director;2. Membership Certificate of the Relevant Professional Body of at least four (4) Team Members.
2	<p>Bidders must indicate the category bidding for.</p>	<p>Bidder's must tick the blocks provided in each category, tables 1 to 4.</p>

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2.2 STAGE 2 Functionality Criteria

- 2.2.1 Bidders who score a minimum threshold of 68% or more out of 100 points on the functionality evaluation criteria per category will be considered for the panel inclusion for the particular category. Bidders who fail to attain the required minimum threshold will not be considered.
- 2.2.2 The bidder must get the minimum score of 3 points for each criterion per category in order to qualify for further evaluation.
- 2.2.3 Armscor reserves the right to verify the submitted reference letters and qualifications through contacting the reference writer/or issuing institution/professional body. The onus is on the bidder to ensure that the references are reachable, verifiable and contactable.
- 2.2.4 Service providers will be appointed per category and service providers are required to indicate which category they are bidding for as indicated in the below table (Service providers are allowed to bid for one, or more than one category):

Table 1: Category 1 – Internal Audit Services	Indicate Yes / No if bidding for this Category <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px 15px; text-align: center;">Yes</div> <div style="border: 1px solid black; padding: 5px 15px; text-align: center;">No</div> </div>
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#	CRITERION	SUB CRITERIA AND SCORING POINTS	WEIGHT (%)
Bidder Experience and Capability Requirements (Entity)			
1.	The Bidder must have provided Internal Audit Services to at least five (5) customers during the last ten (10) years (2015-2025).	<p>The bidder must provide at least five (5) contactable client reference letters indicating Internal Audit services that have been successfully completed within the last ten (10) years (2015-2025).</p> <p>The reference letters from the clients of the bidder must be on the client letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> • Audit service provided, • duration of the contract, • contact person, • contact numbers / email address. <p>Bidder's Client Reference Letters Scoring</p> <ul style="list-style-type: none"> • 7 or more client reference letters = 5 points • 6 client reference letters = 	30

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		<p>4 points</p> <ul style="list-style-type: none"> • 5 client reference letters = 3 points • Less than 5 or No reference letters = 0 points 	
Bidder Experience and Capability Requirements (Partner / Director)			
2.	<p>The bidder must have a Partner / Director which is employed by the bidder and has at least ten (10) years' experiences in Internal Audit and/or External Audit Services. <i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a CV with contactable references of the Partner / Director confirming experience of at least ten (10) years in Internal Audit and/or External Audit Services and also provide the employment letter of the Partner / Director.</p> <p>The employment letter must be on the bidders letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> • Positions Appointed for, • Date on which Appointment was made. <p>Bidder Experience (Partner / Director) Scoring Rating</p> <ul style="list-style-type: none"> • 16 years or more internal and/or external audit experience with employment letter = 5 points • 11 to 15 years internal and/or external audit experience with employment letter = 4 points • 10 years internal and/or external audit experience with employment letter = 3 points • Less than 10 years internal and/or external audit experience and no employment letter = 0 points 	30
Bidder Experience and Capability Requirements (Team Members)			
3	<p>The bidder must have at least four (4) team members with at least five (5) years' experience of each team member in Internal and/or External Audit Services.</p> <p><i>(same team members as listed</i></p>	<p>The bidder must provide CVs with contactable references of at least four (4) team members confirming at least five (5) years' experience of each team member in Internal and/or External Audit Services.</p> <p>Bidder Experience (Team</p>	20

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	<i>in the mandatory requirement)</i>	members) Scoring Rating <ul style="list-style-type: none"> Five (5) or more team members with at least 5 years' experience = 5 points Four (4) team members with at least 5 years' experience each = 3 points Less than four (4) team members with less than 5 years' experience each = 0 points 	
Bidder Certification (Partner / Director)			
4	<p>The bidder must have a Partner / Director employed which is a:</p> <p>a) Certified Internal Auditor (CIA) or Chartered Accountant (CA(SA)).</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a copy of a valid certification CIA or CA(SA) for the Partner / Director.</p> <p>Bidder Certification Scoring Rating</p> <p>CIA or CA(SA) =5 points None of the above =0 points</p>	20
TOTAL AVAILABLE POINTS			100

Table 2: Category 2 – IT Audit Services	Indicate Yes / No if bidding for this Category <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Yes</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">No</div> </div>
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CRITERION	SUB CRITERIA AND SCORING POINTS	WEIGHT %
1. Bidder Experience and Capability Requirements (Entity)		
<p>The Bidder must have provided IT Audit Services to at least five (5) customers during the last ten (10) years (2015-2025).</p>	<p>The bidder must provide at least five (5) contactable client reference letters indicating IT Audit services that have been successfully completed within the last ten (10) years (2015-2025).</p> <p>The reference letters from the clients of the bidder must be on the client letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> Audit service provided, duration of the contract, contact person, contact numbers / email address <p>Bidder's Client Reference Letter Scoring</p>	30

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	<ul style="list-style-type: none"> • 7 or more client reference letters = 5 points • 6 client reference letters = 4 points • 5 client reference letters = 3 points • Less than 5 reference letters = 0 points 	
2. Bidder Experience and Capability Requirements (Partner / Director)		
<p>The bidder must have a Partner / Director which is employed by the bidder and has at least ten (10) years' experiences in IT Audit Services</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a CV with contactable references of the Partner / Director confirming experience of at least ten (10) years in IT Audit Services and also provide the employment letter of the Partner / Director.</p> <p>The employment letter must be on the bidder's letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> • Positions Appointed for, • Date on which Appointment was made. <p>Bidder Experience (Partner/Director) Scoring Rating</p> <ul style="list-style-type: none"> • 16 years or more IT audit experience with employment letter = 5 points • 11 to 15 years IT audit experience with employment letter = 4 points • 10 years IT audit experience with employment letter = 3 points • Less than 10 years IT audit experience and no employment letter = 0 points 	30
3. Bidder Experience and Capability Requirements (Team Members)		
<p>The bidder must have at least four (4) team members with at least five (5) years' experience in IT Audit Services.</p> <p><i>(same team members as listed in the mandatory requirement)</i></p>	<p>The bidder must provide CVs with contactable references of at least four (4) team members confirming at least five (5) years' experience in IT Audit Services.</p> <p>Bidder Experience (Team members) Scoring Rating</p> <ul style="list-style-type: none"> • Five (5) or more team members with 5 years' experience = 5 points • Four (4) team members with 5 years' experience = 3 points 	20

RESTRICTED

	<ul style="list-style-type: none"> Less than four (4) team members with less than 5 years' experience = 0 points 	
4. Bidder Certification (Partner / Director)		
<p>The bidder must have a Partner / Director employed which is a:</p> <p>a) Certified Internal Auditor (CIA) or Chartered Accountant (CA(SA)) or Certified Information Systems Auditor (CISA)</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a copy of a valid certification, CIA or CA(SA) or CISA for the Partner / Director.</p> <p>Bidder Certification Scoring Rating</p> <p>CIA or CA(SA) or CISA =5 points None of the above =0 points</p>	20
TOTAL AVAILABLE POINTS		100

Table 3: Category 3 – Forensic Audit Services	<p>Indicate Yes / No if bidding for this Category</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Yes</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">No</div> </div>
--	--

CRITERION	SUB CRITERIA AND SCORING POINTS	WEIGHT %
1. Bidder Experience and Capability Requirements (Entity)		
<p>The Bidder must have provided Forensic Audit Services to at least five (5) customers during the last ten (10) years (2015-2025).</p>	<p>The bidder must provide at least five (5) contactable client reference letters indicating Forensic Audit services that have been successfully completed within the last ten (10) years (2015-2025).</p> <p>The reference letters from the clients of the bidder must be on the client letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> Audit service provided, duration of the contract, contact person, contact numbers / email address <p>Bidder's Client Reference Letter Scoring</p> <ul style="list-style-type: none"> 7 or more client reference letters = 5 points 6 client reference letters = 4 points 5 client reference letters = 3 points Less than 5 reference letters = 0 points 	30

RESTRICTED

2. Bidder Experience and Capability Requirements (Partner / Director)		
<p>The bidder must have a Partner / Director which is employed by the bidder and has at least ten (10) years' experience in Forensic Audit Services</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a CV with contactable references of the Partner / Director confirming experience of at least ten (10) years in Forensic Audit Services and also provide the employment letter of the Partner / Director.</p> <p>The employment letter must be on the bidder's letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> • Positions Appointed for, • Date on which Appointment was made. <p>Bidder Experience (Partner / Director) Scoring Rating</p> <ul style="list-style-type: none"> • 16 years or more forensic audit experience = 5 points • 11 to 15 years forensic audit experience = 4 points • 10 years forensic audit experience = 3 points • Less than 10 years forensic audit experience = 0 points 	30
3. Bidder Experience and Capability Requirements (Team Members)		
<p>The bidder must have at least four (4) team members with at least five (5) years' experience in Forensic Audit Services</p> <p><i>(same team members as listed in the mandatory requirement)</i></p>	<p>The bidder must provide CVs with contactable references of at least four (4) team members confirming at least five (5) years' experience in Forensic Audit Services.</p> <p>Bidder Experience (Team members) Scoring Rating</p> <ul style="list-style-type: none"> • Five (5) or more team members with 5 years' experience = 5 points • Four (4) team members with 5 years' experience = 3 points • Less than four (4) team members with less than 5 years' experience = 0 points 	20
4. Bidder Certification (Partner / Director)		
<p>The bidder must have a Partner / Director employed which is a:</p> <p>a) Certified Internal Auditor (CIA) or Chartered Accountant (CA(SA)) or Certified Fraud Examiners (CFE)</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a copy of a valid certification, CIA or CA(SA) or CFE for the Partner / Director.</p> <p>Bidder Certification Scoring Rating</p> <p>CIA or CA(SA) or CFE =5 points None of the above =0 points</p>	20
TOTAL AVAILABLE POINTS		100

RESTRICTED

Table 4: Category 4 – Technical and Quality Services	Indicate Yes / No if bidding for this Category <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px 20px; text-align: center;">Yes</div> <div style="border: 1px solid black; padding: 5px 20px; text-align: center;">No</div> </div>
---	--

CRITERION	SUB CRITERIA AND SCORING POINTS	WEIGHT %
1. Bidder Experience and Capability Requirements (Entity)		
<p>The Bidder must have provided Internal Audit Technical and Quality Services to at least five (5) customers during the last ten (10) years (2015-2025).</p>	<p>The bidder must provide at least five (5) contactable client reference letters indicating Internal Audit Technical and Quality services that have been successfully completed within the last ten (10) years (2015-2025).</p> <p>The reference letters from the clients of the bidder must be on the client letterhead and MUST INCLUDE:</p> <ul style="list-style-type: none"> • Audit service provided, • duration of the contract, • contact person, • contact numbers / email address <p>Bidder's Client Reference Letter Scoring</p> <ul style="list-style-type: none"> • 7 or more client reference letters = 5 points • 6 client reference letters = 4 points • 5 client reference letters = 3 points • Less than 5 reference letters = 0 points 	40
2. Bidder Experience and Capability Requirements (Partner / Director)		
<p>The bidder must have a Partner / Director which is employed by the bidder and has at least ten (10) years' experience in Internal Audit Technical and Quality Services.</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a CV with contactable references of the Partner / Director confirming experience of at least ten (10) years in Internal Audit Technical and Quality Services and also provide the employment letter of the Partner / Director.</p> <p>Bidder Experience (Partner / Director) Scoring Rating</p>	30

RESTRICTED

	<ul style="list-style-type: none"> • 16 years or more TQS experience = 5 points • 11 to 15 years TQS experience = 4 points • 10 years TQS experience = 3 points • Less than 10 years TQS experience = 0 points 	
3. Bidder Certification (Partner / Director)		
<p>The bidder must have a Partner / Director employed which is a:</p> <p>a) Certified Internal Auditor (CIA) or Chartered Accountant (CA(SA)).</p> <p><i>(same Partner / Director as listed in the mandatory requirement)</i></p>	<p>The bidder must provide a copy of a valid certification (CIA) or CA(SA) for the Partner / Director.</p> <p>Bidder Certification Scoring Rating</p> <p>CIA or CA(SA) =5 points None of the above =0 points</p>	30
TOTAL AVAILABLE POINTS		100

3 SPECIAL REQUIREMENTS

Special Requirements will be negotiated and will not lead to disqualification. Special requirements applicable to this bid are detailed hereunder:

3.1 The Bidder shall at least have a 35% Black Equity Ownership.

Evidence required

The Bidder shall either submit a valid BEE Certificate (BBBEE certificate issued by SANAS accredited verification agency), CIPC BBBEE certificate or a completed BBBEE Sworn Affidavit as proof of compliance.

Note for Joint Ventures: If the Bidder is a Joint Venture (JV) or Consortium, the Bidder shall submit with the bid, a consolidated proof of B-BBEE status.

4 SPECIAL CONTRACT CONDITIONS

Special Contract Conditions are additional to A-STD-0020: Armscor's General Conditions of Contract and are detailed hereunder:

- 4.1 Reference Engagement model document (guidelines and information on the use, awarding of business and engagement of the panel) will be made available during the engagement process to the successful bidders.
- 4.2 A Memorandum of Understanding (MoU) will be signed with successful bidders with Armscor that will thereafter follow due process in terms of the engagement model.
- 4.3 The performance of the service providers will be reviewed periodically throughout the duration of the 3-year term and will influence the decision regarding allocation of future work.
- 4.4 The engagement process could entail direct sourcing for urgent requirements, competitive quotations and/ or rotation of suppliers for planned requirements, and as per the AGSA / SAICA rates.

RESTRICTED

- 4.5 Specific requirements will be provided during the engagement process to the successful bidders.
- 4.6 Subsistence and Travel (S&T) claims will be billed separately in line with the Armscor's Travel Engagement Practice. Travel claims will be charged as per the latest Armscor rate per kilometre.
- 4.7 Estimated hours for each project will be pre-approved. The appointed service provider from the panel of service providers will be required to submit a Project Plan and Engagement letter for approval.
- 4.8 The appointed service providers may be required to second resources to Armscor Internal Audit in order to provide or conduct Internal Audit services.
- 4.9 The appointed panel of service providers shall record and maintain timesheets and shall not charge for the work performed outside the Armscor scope.
- 4.10 The appointed panel of service providers shall be required to undergo a security clearance vetting with a minimum-Security Clearance Level: Top Secret and shall keep his work undertaken within the premises of Armscor unless agreed otherwise.
- 4.11 The said process will include the Vetting of Company Directors and all employees who will be deployed at Armscor premises, must obtain and maintain the Top-Secret security clearance as part of this contract.
- 4.12 Company Directors, and employees to be deployed must be South African Citizens.
- 4.13 Armscor Personnel Evaluation Division (APED) will do the necessary vetting and issue a Security Clearance Certificate. The costs for the first clearances will be paid by Armscor. Any subsequent security clearance required will be for the Bidder's cost. The cost per application for 2025/26 financial year is R31 823,00 excluding VAT.
- 4.14 The successful panel members must ensure that all employees (including new appointments/replacements) complete a personal security clearance application and hand it in for processing. Such individuals must also have the personal evaluation security interview (PESI) and sign a Non-Disclosure Agreement (NDA). New appointments can only be made after confirmation with the Armscor Senior Manager: Internal Audit.
- 4.15 Armscor accepts no liability with respect to any negative outcome of a security clearance.
- 4.16 All work performed shall remain the Intellectual Property of Armscor.

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

QUESTIONNAIRE

REPLIES

1 What is the request for bid number?

2 If applicable: Price basis of bid
(delivered into store)

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed (NB:

☐

4 The delivery period shall be fixed

.....

.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas?

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?

6.2 If so, what is the amount payable in respect of

a) Customs duty?

b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

		AMOUNT	% OF TOTAL PRICE
7.1	FOB/FCA cost of item		
7.2	Sea/Air freight		
7.3	Insurance charges		
7.4	Clearance charges		
7.5	Customs duties		
7.6	Ad valorem customs duties		
7.7	Delivery costs from port/airport to your premises		
7.8	Local content (excluding 10.10)		
7.9	Delivery costs from your premises into store		
7.10	Balance (detail to be submitted)		
TOTAL			

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise
SANAS	South African National Accreditation Systems
The dtic	The Department of Trade, Industry and Competition

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- 1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**
- 1.1** The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.
- 1.2** The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included). **Not Applicable to this Bid**
- 1.3** Preference points for this bid shall be awarded for: **Not Applicable to this Bid**
- | | |
|---|------------|
| Price | 80 |
| Specific Goals | 20 |
| Total points for Price and Specific Goals must not exceed | 100 |
- 1.4** **Bidders who do not submit valid proof of Specific Goals claim will score zero (0).**
- 2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS**

2.1 Specific Goals

- 2.1.1** The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

TABLE A : Advancement of SMMEs

No	(i) Black owned entities or (ii) Black owned Military Veterans entities or (iii) Black women owned entities or (iv) Black youth owned entities or (v) Entities owned by Black people living with disabilities or (vi) Entities owned by Black people living in rural areas or (vii) Entities owned by Unemployed black people	90/10 preference points system	80/20 preference points system
1.	EMEs or QSEs entities which are 100% black owned	10	20
2.	EMEs or QSEs entities which are 51% - 99% black owned	8	16
3.	EMEs or QSEs entities which are 35% - 50% black owned	4	8
4.	EMEs or QSEs entities which are 0% - 34% black owned	0	0

TABLE B : Advancement of Local Content & Production

	Advancement of entities with local manufacturing capabilities for designated sectors	90/10 preference points system	80/20 preference points system
1.	Full compliance to the applicable minimum threshold for local content & production	2	4
2.	Non-compliance to the applicable minimum threshold for local content & production	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

TABLE C : Income Generation

	Income Generation, Disposal or Leasing of Assets Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1	10	20
2.	Level 2	8	16
3.	Level 3	6	12
4.	Below level 3	0	0

TABLE D : Locality

No	Entities Located in Specific Province, Region or Municipality	90/10 preference points system	80/20 preference points system
1.	Entities located within the specific locality	2	4
2.	Entities located outside the specific locality	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

TABLE E : Advancement of BEE Compliant Suppliers

No	Advancement of BEE compliant suppliers	90/10 preference points system	80/20 preference points system
1.	100% black equity ownership	10	20
2.	51% - 99% black equity ownership	8	16
3.	35% - 50% black equity ownership	4	8
4.	0% - 34% black equity ownership	0	0
5.	Specialised Entities	10	20

3. PRINCIPLES

3.1 Valid proof of B-BBEE status is either of the following:

3.1.1 A B-BBEE Sworn Affidavit fully completed and

- 3.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)
- 3.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 3.1.1.3 Commissioner of Oaths credentials and signature are reflected.

3.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.

3.1.3 An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

3.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

3.2 Local content and production

3.2.1 The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the link below.

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

3.2.2 The bidder shall submit with the Bid documents a completed Annexure C, D & E and an Exemption letter from the dtic.

3.3. Locality

3.3.1 The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).

3.3.2 In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.

3.3.3 In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

3.3 Sub-Contracting

3.3.1 It is a requirement of Armscor that subcontracting must be considered by a bidder. Therefore, where a contract from R10 000 000 (million) and above is awarded, Armscor shall endeavour to advance designated groups where applicable.

3.3.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contracted activities or work..

3.3.3 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

3.4 Ownership

3.4.1 In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

3.5 Verification of bidders information

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover	R	Starting (Day, Month, Year)	
(As at the latest financial year end)		Ending (Day, Month, Year)	

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

***Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.**

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

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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 Institution	State

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:

.....

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:

.....

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.

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 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

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.

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge
a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise
and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	<hr/> Signature
<hr/> Date	<hr/> Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :							
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Mr. A.L Mmbengwa			CONTACT PERSON	Mr. A.L Mmbengwa		
TELEPHONE NUMBER	012 428 3610			TELEPHONE NUMBER	012 428 3610		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	scmbids@armscor.co.za			E-MAIL ADDRESS	scmbids@armscor.co.za		
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							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[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		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

ANNEXURE 1 TO KD25

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 202, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS: Not Applicable to this Bid

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 “Armscor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site. After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE: Not Applicable to this Bid

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1

2

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: