



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE PROBITY AUDIT SERVICES FOR THE UNEMPLOYMENT INSURANCE FUND
FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER NUMBER : UIF3/24/25

DATE ISSUED : 01 August 2024

CLOSING DATE AND TIME : 29 August 2024 at 11h00

BID VALIDITY PERIOD : 120 Calendar days

TENDER BOX ADDRESS : Unemployment Insurance Fund
ABSA TOWERS
Ground Floor
230 Lillian Ngoyi Street
Pretoria
0002

TENDER BRIEFING SESSION : Refer to paragraph 4 on page 4
iw

INDEX

1.	BID PROCEDURES AND APPLICABLE LEGISLATION	p 2
2.	PROPOSAL SUBMISSION CHECKLIST	p 25
3.	SCOPE OF WORK AND TECHNICAL REQUIREMENTS	p 27
4.	ANNEXURE A	p 31
5.	ANNEXURE B	P 33
6.	ANNEXURE C	p 37
7.	ANNEXURE D	p 40
8.	ANNEXURE E	p 42
9.	ANNEXURE F	p 45
10.	ANNEXURE G	p 49
11.	ANNEXURE H	p 64
12.	ANNEXURE I	p 65

1W



WORKING FOR YOU

A BID PROCEDURES AND APPLICABLE LEGISLATION

1. INTRODUCTION

The Unemployment Insurance Fund (UIF) is a schedule 3A public entity in terms of the Public Finance Management Act (PFMA), Act 1 of 1999. The supreme mandate of the Unemployment Insurance Fund (UIF) is derived from section 27(1) (c) of the Constitution of the Republic of South Africa. The Unemployment Insurance Fund provides social security to its contributors in line with section 27(1) (c) which states that “everyone has the right to social security”.

The mandate of the Unemployment Insurance Fund is stated in the Unemployment Insurance Act, No 63 of 2001 (as amended). The Unemployment Insurance Fund was established in terms of section 4(1) of the Unemployment Insurance Act. The Act empowers the Unemployment Insurance Fund to register all employers and employees in South Africa and pay those who qualify for unemployment insurance benefits.

2. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidders to provide the probity audit services for the Unemployment Insurance Fund for a period of thirty-six (36) months.

The purpose of probity audit services is to provide an objective procurement assurance and non-procurement advisory services in order to assist the Accounting Officer and management in the realisation of organisational goals and objectives. It also serves as the assurance provider to assist the organisation in making governance a key enabler to effective, equitable, and sustainable service delivery.

IW

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1 Tax Legislation

In terms of National Treasury Instruction No. 09 of 2017/18, no tender may be awarded to any bidder whose Tax matters have not been declared by the South African Revenue Services (SARS) to be in order. Therefore, bidders must provide the Fund with the tax compliance PIN or the MAAA number obtainable when registering on the CSD. This is required in order for the Fund to verify the tax status of a bidder as part of the tender proposal. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.

It must be noted that bidders must not only be compliant when submitting a proposal to the Unemployment Insurance Fund but must remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

3.2 Unemployment Insurance Act, 63 of 2001 (as amended)

The mandate of the Unemployment Insurance Fund is stated in the UIA. The UIF was established in terms of section 4(1) of the UIA No 63 of 2001 (as amended). The Act empowers the UIF to register all employers and employees in South Africa and pay those who qualify for unemployment insurance benefits.

3.3 Procurement Legislation

The Unemployment Insurance Fund has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000), and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003), and the Unemployment Insurance Fund Act and the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), as amended.

3.4 Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the required services.

W

4. BRIEFING SESSION

A virtual briefing- and clarification session will be held 19 August 2024 request the link from UIFTenders@labour.gov.za. platform to clarify to bidder(s) the scope and extent of work to be executed by the bidder. **Attendance is optional but highly recommended.** Bidders who wish to attend the session should provide their email addresses to UIFTenders@labour.gov.za. A link to the virtual session will be provided to all bidders who provided their email addresses before 16 August 2024.

5. CLARIFICATION QUERIES

Bidders may raise any clarification queries and forward these via email to [**UIFTenders@labour.gov.za**](mailto:UIFTenders@labour.gov.za). The final date and time for receipt of clarification queries is 22 August 2024, at 15:00.

The UIF undertakes to respond to all queries duly received by 23 August 2024 at 16h00. All clarification queries received and responses provided will be uploaded on the National Treasury E-Tender Portal, the Government Tender Bulletin (if available) and the Department of Labour and Employment (DEL) website up to three (3) working days before the closing of the bid, unless there is a compulsory tender briefing session. Responses to clarification queries will only be emailed to those bidders who attended the compulsory session when applicable.

6. TIMELINE OF THE BID PROCESS

The period of validity of the tender and the withdrawal of offers, after the closing date and time is one hundred and twenty (120) calendar days commencing from the tender closing date. Should it under exceptional circumstances be necessary to extend the validity period, bidders will be requested well in advance to agree to such extension. **Non-responsiveness by bidders, to the Fund's request for extension of validity periods, will be interpreted as acceptance by the bidder of the terms of the extension.**

The project timeframes of this bid are set out below:

1W

Table 1

Activity	Due Date
Advertisement of bid on National Treasury's E-tender portal, the Government Tender Bulletin (if available) and the DEL website:	01 August 2024
Briefing session, if applicable:	19 August 2024
Closing date for questions from prospective bidders relating the Bid:	23 August 2024
Bid/Tender closing date:	29 August 2024

Prospective bidders must also take note of the following:

- 6.1** All dates and times in this bid document are South African standard times.
- 6.2** Any time or date in this bid is subject to change at the Unemployment Insurance Fund's discretion.
- 6.3** The establishment of a time or date in this bid does not create an obligation on the part of the Unemployment Insurance Fund to take any action, or create any right in any way for any bidder to demand that any action is taken on the date established.
- 6.4** The bidder accepts that, if the Unemployment Insurance Fund extends the deadline for the submission of bids (the Closing Date) for any reason, the requirements of this bid will apply equally to the extended deadline.

7. CONTACT AND COMMUNICATION

- 7.1** Bidder(s) can make enquiries in writing: e-mail **UIFTenders@labour.gov.za** regarding this bid, before the closure of the bid.
- 7.2** The delegated office of the Unemployment Insurance Fund may communicate with bidders where clarity is sought regarding the bidding process or the specifications as set out in this document, provided that such communication takes place prior to the closing date of the bid.

W