



REGISTRATION NO. (2001/025832/30)

REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: RAL/2025/INTERNAL AUDIT AND ADVISORY SERVICES/RFB001

CLOSING DATE: 21 OCTOBER 2025
TIME: 11:00

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDERS TO RENDER INTERNAL AUDIT AND ADVISORY SERVICES (PERFORMANCE MANAGEMENT AND FINANCIAL MANAGEMENT SERVICES) TO ROADS AGENCY LIMPOPO (SOC) LTD FOR A PERIOD OF THREE (3) YEARS

BRIEFING SESSION: Yes ☐ No ☒
See Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Service provider:

CSD number:

Service Bidding for: TICK ONLY ONE

INTERNAL AUDIT SERVICES: ☐

PERFORMANCE MANAGEMENT: ☐

FINANCIAL MANAGEMENT: ☐

Bid price:

Contact person:

Telephone/ Cell number:

E-mail address:

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
Bid	Written offer in a prescribed or stipulated form in response to an invitation by RAL for the provision of goods, works or services
Contractor	Organisation with whom RAL will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
GCC	General Conditions of Contract
IP	Intellectual Property
Original Bid	Original document signed in ink, or Copy of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
RAL	Limpopo Province Roads Agency (SOC) Ltd Registration No. 2001/025832/30 – t/a Roads Agency Limpopo
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages **(50)** of this document, which consists of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction to bidders/ must be completed and returned with bids.

- ☐ Invitation to Bid (SBD 1)
- ☐ Bid Submission Conditions and Instructions
- ☐ Terms of Reference
- ☐ Evaluation Process

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Pricing Schedule (SBD 3.3)
- ☐ Bidder's Disclosure (SBD 4)
- ☐ Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Bid submission Conditions, Instruction and Evaluation Process/Criteria

SECTION A

(This section must be returned as part of the bid
document)

**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROADS AGENCY LIMPOPO

BID NUMBER:	RAL/2025/INTERNAL AUDIT AND ADVISORY SERVICES/RFB001	CLOSING DATE: 21 October 2025		CLOSING TIME:	11:00
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DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS TO RENDER INTERNAL AUDIT AND ADVISORY SERVICES (PERFORMANCE MANAGEMENT AND FINANCIAL MANAGEMENT SERVICES) TO ROADS AGENCY LIMPOPO (SOC) LTD FOR A PERIOD OF THREE (3) YEARS.
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

ROADS AGENCY LIMPOPO

RAL TOWERS

26 RABE STREET

POLOKWANE 0700

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON	DINALA MATSOBANE	CONTACT PERSON	MARIBANA PITSI
TELEPHONE NUMBER	015 284 4600	TELEPHONE NUMBER	015 284 4600
FACSIMILE NUMBER	015 291 2433	FACSIMILE NUMBER	015 291 2433
E-MAIL ADDRESS	dinalamr@ral.co.za	E-MAIL ADDRESS	maribanap@ral.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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"/> 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?

☐ NO

☐ YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ NO

☐ YES

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.

PART B TERMS AND CONDITIONS FOR BIDDING

SBD1

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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 PIN 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:

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

- 2.1 No briefing session will be held.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail) from dinalamr@ral.co.za by not later than **15:00 on Friday, 11 October 2025**. A reply will be forwarded within two (02) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

4 SUBMITTING BIDS

- 4.1 One (1) original document (properly bounded) must be handed in/delivered/posted to:

DEPOSITED IN THE
BID/TENDER BOX
SITUATED AT
(Street address)

Roads Agency Limpopo
RAL Towers
26 Rabe Street
Polokwane

OR

* POSTED TO:

Roads Agency Limpopo
Private Bag X9554
Polokwane
0700

No faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered to RAL before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- ☐ Bids can be delivered and deposited into the tender box any time before or on the closing date.
- ☐ All bids must be submitted on the official forms (not to be re-typed).

4.2 Bids should be submitted in sealed envelopes, marked with:

- ☐ Bid number **(RAL/2025/INTERNAL AUDIT AND ADVISORY SERVICES/RFB001)**
- ☐ Closing date and time **(21 October 2025 @ 11:00)**
- ☐ The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BIDS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

5.3 Bids sent to the RAL via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the RAL premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

6 PAYMENTS

6.1 RAL will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the RAL to the Contractor.

6.1.1 The Contractor shall from time to time during the duration of the contract, invoice RAL for the services rendered.

6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as RAL may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to RAL.

6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).

6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

TERMS OF REFERENCE

1. INTRODUCTION

Roads Agency Limpopo SOC Ltd (RAL) is a provincial road infrastructure delivery parastatal registered under the Company's Act of the Republic of South Africa. It has been established under its constitutive Act, the Northern Province Roads Agency Act and Provincial Roads Act 7 of 1998. RAL started operating in 1999/2000 financial year. Its main functions are planning, designing, construction, maintenance, and control of the provincial road network.

It owns and manages all the provincial roads, except Municipal Roads and National Roads. RAL is managed by the Chief Executive Officer who reports to the Board of Directors. Members of Board are in turn reporting to the Shareholder, who is the MEC for Limpopo Department of Public Works, Roads, and Infrastructure.

2. INVITATION

Roads Agency Limpopo SOC Ltd (RAL) seeks to appoint a suitably qualified, reputable, and experienced three (03) service providers to provide Internal Audit, Performance management and Financial Management Services.

3. BACKGROUND

The accounting authority for RAL is ensuring that the entity is maintaining effective, efficient and transparent systems of financial and risk management and internal control; to adhere to section 51(1)(a)(i) of the Public Finance Management Act.

4. OBJECTIVES

- The objective of this engagement is to support RAL Internal Audit, to add value and improve the organization's operations.
- To support Monitoring and Evaluation Unit to effectively verify and consolidate performance information data. To predetermine the reliability of the performance information and ensure accuracy and completeness thereof.
- To ensure compliance with the applicable financial reporting frameworks, including the GRAP Standards, and to enhance the accuracy, completeness, and reliability of financial information related to infrastructure assets and irregular expenditure.

5. BID STRUCTURE & WORK CATEGORIES

5.1 The services required under this bid are categorised into three distinct areas:

- (a) Internal Audit;
- (b) Performance management services; and
- (c) Financial management services.

5.2 Bidders may submit a proposal for any one of the above-listed categories or may bid for all categories if desired.

5.3 Notwithstanding any bid submission across multiple categories, the successful bidder will be awarded and appointed for **only one** category. No bidder shall be awarded more than one category under this bid.

6. COMPLIANCE

- The successful bidder shall be appointed for only one category or service tendered. Under no circumstances will any bidder be awarded more than one category.
- Bidders must clearly indicate the category or service for which they are submitting a bid.
- Failure to indicate the category/service will result in immediate disqualification.

6.1 ADMINISTRATIVE REQUIREMENTS: INTERNAL AUDIT, PERFORMANCE MANAGEMENT AND FINANCIAL MANAGEMENT SERVICES

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.	CSD-Proof of registration		
2.	Proof of JV or partnership agreements (if applicable)	Signed agreement		
3.	Special conditions of contract and quotation	Completed, signed and submitted		

6.2 MANDATORY REQUIREMENTS: INTERNAL AUDIT, PERFORMANCE MANAGEMENT AND FINANCIAL MANAGEMENT SERVICES

The following are mandatory requirements for the proposal to be considered.

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Invitation to Bid (SBD 1)	Completed, signed		

		and submitted		
2.	Bidder's Disclosure (SBD 4)	Completed, signed and submitted		
3.	Preference Points Claim Form (SBD 6.1)	Completed, signed and submitted		
4.	Pricing Schedule (SBD 3.3)	Fully completed and submitted		
5.	Proof of Authority to sign (submit Letter / Board Resolution)	Signed Letter/Board resolution		
6.	Rates of pay for team	Fully completed, and submitted		
7.	Successful bidder shall only be recommended for award on ONE category tendered for	Bid Evaluation Report		
8.	Indication of specific category/Service the bidder is bidding for	Select category / service being bid for, on the RFB document (cover page)		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS

6.3 MANDATORY REQUIREMENTS: INTERNAL AUDIT SERVICES

The following are mandatory requirements for the proposal to be considered.

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Company profile (clearly indicating the Project director and project manager) plus company organogram	Submitted company profile		
2.	The Project Director must be a qualified CA(SA), and/or ACCA, and/or CIA.	Attach certified copy of qualifications		
3.	Project Manager (Non-Financial) must be a qualified CA(SA), and/or ACCA, and/or CIA.	Attach certified copy of qualifications		
4.	Project Manager (Financial) must be a qualified CA(SA), and/or ACCA	Attach certified copy of qualifications		
5.	Project Manager (Roads Construction) must be registered with ECSA as a Pr. Techni Eng, and/or Pr. Eng, and/or Pr. Tech Eng.	Attach certified copy of qualifications		

6.	Project Manager (IT Audits) must be a qualified Certified Information Systems Auditor (CISA)	Attach certified copy of qualifications		
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NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS

6.4 MANDATORY REQUIREMENTS: PERFORMANCE MANAGEMENT SERVICES

The following are mandatory requirements for the proposal to be considered.

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Company profile (clearly indicating the Project director and project manager) plus company organogram.	Submitted company profile		
2.	Project director / Manager must be a qualified Chartered Accountant [CA(SA)] and/or Certified Internal Auditor [CIA] and/or ACCA]	Submitted certified qualifications		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS

6.5 MANDATORY REQUIREMENTS: FINANCIAL MANAGEMENT SERVICES

The following are mandatory requirements for the proposal to be considered.

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Company profile (clearly indicating the Project director and project manager) plus company organogram	Submitted company profile		
2.	Project director / Manager must be a qualified Chartered Accountant [CA(SA)] or ACCA or CIMA.	Submitted certified qualifications		
3.	Senior accountant / Financial Manager must be Chartered Accountant [CA(SA)] or Association of Chartered Certified Accountants (ACCA) or Chartered Institute of Management Accountants (CIMA)	Submitted certified qualifications		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS

7. SCOPE OF WORK

7.1 Internal Audit services

- Review and implement 3-year Internal Audit rolling plan
- Execute audit plan and report on the Internal Audit projects within the time budgets as proposed in Annexure A.
- Present the reports to the head of Internal Audit, EXCO (Executive Management Committee) and ARC (Audit and Risk Committee)
- Execute Management requests as and when needed.
- Follow-up on Internal Audit findings
- Implement combined assurance plan

7.2 Performance Management services

Independent audit services are required to verify reported performance information data, which will assist management in ensuring a complete and accurate portfolio of evidence (POE) in respect of the key performance areas (KPA's) of RAL's strategic and annual performance plan (APP) (Programmes 1 and 2):

Verification

- Quarterly consolidation and verification of RAL's unit(s) performance against planned targets for programme 1 and programme 2
- Assisting in packaging of the portfolio of evidence (POE).

Reporting and analysis

- Comparative analysis of reconciled unit performance to the current reported achievement as per the Quarter's Performance report.
- Assisting in the validation of the portfolio of evidence (POE) and preparing the quarterly report.
- Assisting in consolidation of the quarterly reports and preparing the Annual Performance report (APR).
- Review of the quarterly performance report (QPR) and the Annual Performance report (APR).

Evidence management

- Review compiled portfolio of evidence (POE) files that supports the performance reported by units to validate the accuracy and completeness of performance inputs.

Audit support

- Review performance reporting compliance.
- Assisting in preparation of the audit file and ensure audit readiness.
- Provide Audit support and advise on raised queries from assurance providers.

7.3 Financial Management services

7.3.1 Irregular Expenditure Management

- Prepare schedules for irregular expenditure in compliance with the Treasury guidelines and PFMA, including categorisation and root cause analysis.
- Prepare and submit a detailed irregular expenditure condonation request to the appropriate authority, ensuring alignment with National Treasury guidelines.
- Develop a register and internal controls for ongoing tracking and reporting of irregular expenditure.

7.3.2 Infrastructure Asset Management and GRAP Compliance

- Review and update the Infrastructure Asset Register, ensuring completeness, correct classification, and GRAP-compliant valuation of assets.
- Prepare a reconciliation note between the asset register and the general ledger, identifying and resolving discrepancies.
- Review the current impairment methodology and ensure it aligns with GRAP 21 (Impairment of Non-cash-generating Assets).
- Apply the Visual Condition Index (VCI) methodology and other condition assessments to determine appropriate impairment losses.
- Review and revise the useful lives and residual values of infrastructure and other assets in line with GRAP.
- Ensure that impairment losses and reversals are properly accounted for and disclosed.

7.3.3 Capital Commitments

- Prepare and disclose capital commitment schedules in accordance with GRAP disclosure requirements.
- Verify the accuracy and completeness of all contracted and authorised commitments.

7.3.4 Audit Support

- Assist management in the preparation of the audit file, including all working papers, AFS, TB, GL, supporting schedules, and reconciliations required by the Auditor-General.
- Provide responses and supporting evidence for audit queries related to the above scope areas.
- Support management during the external audit process to ensure timely resolution of issues.

8. DELIVERABLES

The successful bidder will be required to deliver these services but not limited to:

8.1 Internal Audit services

- 3-year Internal Audit rolling plan
- Internal Audit projects report
- Internal Audit activity report to EXCO (Executive Management Committee) and ARC (Audit & Risk Committee)
- Combined Assurance report
- Audit file

8.2 Performance Management services

- Packaged portfolio of evidence (POE).
- Quarterly performance report (QPR) and the Annual Performance report (APR).
- Performance information file
- Verified performance information
- Audit file

8.3 Financial Management services

- Irregular Expenditure Register and Condonation Submission
- Updated and GRAP-compliant Infrastructure Asset Register
- Reconciliation Note between Fixed Assets Register and General Ledger
- Reviewed Impairment Methodology and Adjusted assets carrying amount.
- Condition Assessment Reports using Visual Condition Index (VCI)
- Revised Asset Useful Life Schedule
- Capital Commitment Disclosure Note
- Complete Audit File with relevant supporting documentation

9. PROPOSAL COST

9.1 COST

The service provider will be required to provide a detailed cost of the project as per **Annexure A-C** including all disbursements. Rates of pay should be provided for the team, in the event that subsequent services are required for ad-hoc engagements as per **Annexure A-C**. The pricing shall be all inclusive and firm for a period of three years. Please refer to Annexure **A-C** for pricing. The total bidder's amount for the particular service should be carried forward to **Annexure D (SBD 3.3)** attached.

10. CONTRACT TERM

The term of contract is for a period of **three (03) years**, for all categories / services.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 Evaluation criteria is based on **Compliance, Functionality, Price, and Specific goals**. Non submission and fully completion of mandatory requirements will render proposals non- responsive and will be eliminated from further consideration.

1.1.1.1 Administrative Requirements: Internal Audit, Performance Management and Financial Management Services

- Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.
- Special conditions of contract and bid
- Proof of JV or partnership agreements (if applicable)

1.1.1.2 Mandatory Requirements: Internal Audit, Performance Management and Financial Management Services

- Invitation to Bid (SBD 1)
- Bidder's Disclosure (SBD 4)
- Preference Points Claim Form (SBD 6.1)
- Pricing Schedule (SBD 3.3)
- Proof of Authority to sign (submit letter / Board Resolution)
- Rates of pay for team
- Successful bidder shall only be recommended for award on ONE category tendered for
- Indication of specific category / service the bidder is bidding for

1.1.1.3 Mandatory Requirements: Internal Audit Services

- Company profile (clearly indicating the Project Director and Project Manager) plus company organogram
- The Project Director must be a qualified CA(SA), and/or ACCA, and/or CIA
- Project Manager (Non-Financial) must be a qualified CA(SA), and/or ACCA, and/or CIA
- Project Manager (Financial) must be a qualified CA(SA), and/or ACCA
- Project Manager (Roads Construction) must be registered with ECSA as a Pr. Techni Eng, and/or Pr. Eng, and/or Pr. Tech Eng.
- Project Manager (IT Audits) must be a qualified Certified Information Systems Auditor (CISA)

1.1.1.4 **Mandatory Requirements: Performance Management Services**

- Company profile (clearly indicating the Project Director and Project Manager) plus company organogram.
- The Project Director / Manager must be a qualified Chartered Accountant (CA(SA)) and/or Certified Internal Auditor (CIA) and/or ACCA

1.1.1.5 **Mandatory Requirements: Financial Management Services**

- Company profile (clearly indicating the Project Director and Project Manager) plus company organogram.
- The Project Director / Manager must be a qualified Chartered Accountant (CA(SA)) or ACCA or CIMA
- Senior accountant / Financial Manager must be Chartered Accountant [CA(SA)] or Association of Chartered Certified Accountants (ACCA) or Chartered Institute of Management Accountants (CIMA)

2. **EVALUATION CRITERIA**

2.1 **INTERNAL AUDIT SERVICES**

- Bids will be evaluated based on **Compliance, Functionality, Price, and Specific Goals.**
- The minimum threshold for functionality is **85 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and specific goals.
- Bids will be evaluated on 80/20-point system as outlined in the Preferential Procurement Regulations (PPR of 2022) and its regulations.
- **NB: Bids shall be evaluated in the following sequence: (1) Internal Audit Services; (2) Performance Management Services; (3) Financial Management Services.**
- If the bidder has been considered for award on project: (1) Internal Audit Services, then no further evaluation.
- If the bidder has been considered for award on project: (2) Performance Management Services, then no further evaluation.
- If the bidder has been considered for award on project: (3) Financial Management Services, then no further evaluation.

2.1.1 **DETERMINATION OF SCORE FOR FUNCTIONALITY**

The evaluation criteria and weights for functionality as indicated in the table below, will apply.

INTERNAL AUDIT SERVICES

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Company Experience</u> Experience in Internal Audit work (Non – Financial, Financial Audits and Roads Construction) performed for not older than 10 years) within the public sector is required from the bidder. Reference letters must specifically address expertise in Internal Audit.</p> <p>Points will be allocated based on the number of reference letters received confirming the bidder's completion of Internal Audit projects [Internal Audit work (Non – Financial, Financial Audits and Roads Construction) performed for not older than 10 years)]. Please ensure that these references are recent, and provided on the client company letterheads, signed by an authorised representative of the respective client organisation.</p> <p><u>Internal Audit Work (Non – Financial: Execute & review Performance Information / Audit of predetermined objectives</u></p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 references letters = 3 points ▪ 3 to 4 references letters= 5 points ▪ 5 or more references letters = 10 points <p><u>Internal Audit (Financial: Review of Financial Statements)</u></p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 to 3 references letters = 2 points ▪ 4 to 5 reference letters = 3 points ▪ 6 or more reference letters = 5 points <p><u>Internal Audit (Roads Construction: (Audit on roads construction)</u> Number of references for work undertaken in roads construction industry</p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 to 3 references letters = 2 points ▪ 4 to 5 reference letters = 3 points ▪ 6 or more reference letters = 5 points 	<p>20</p>

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Required capacity.</u> Qualifications and relevant experience in executing Internal Audit and Value Add services (points are awarded based on the CV of key personnel)</p> <p><u>Project Director Qualifications</u></p> <ul style="list-style-type: none"> ▪ Degree Internal Audit/ BCom/ BTech (NQF 07) = 0 points ▪ Honours/ Post Graduate Internal Audit or above (NQF 08) = 2 points ▪ CA(SA) / ACCA = 4 points ▪ CIA = 7 points ▪ CIA and CA(SA) / ACCA = 10 points <p><u>Experience at Director Level</u></p> <ul style="list-style-type: none"> ▪ Less than 5 years = 0 points ▪ Above 5 to 7 years = 4 points ▪ Above 7 to 10 years = 7 points ▪ More than 10 years or more = 10 points <p><u>Project Manager Qualification (Non-Financial)</u></p> <ul style="list-style-type: none"> ▪ Degree Internal Audit/ BCom/ BTech (NQF 07) = 0 points ▪ Honours/ Post Graduate Internal Audit or above (NQF 08) = 1 points ▪ CA(SA) / ACCA = 2 points ▪ CIA = 3 points ▪ CIA and CA(SA) / ACCA = 5 points <p><u>Experience at Manager Level (Non-Financial)</u></p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ Above 3 to 5 years = 2 points ▪ Above 6 to 10 years = 3 points ▪ More than 10 years = 5 points <p><u>Project Manager Qualification (Financial)</u></p> <ul style="list-style-type: none"> ▪ Degree Internal Audit/ BCom/ BTech (NQF 07) = 0 points ▪ Honours / Post Graduate Internal Audit or above (NQF 08) = 5 points ▪ CA(SA) / ACCA = 10 points <p><u>Experience at Manager Level (Financial)</u></p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ Above 3 to 5 years = 5 points ▪ Above 6 to 10 years = 8 points ▪ More than 10 years = 10 points <p><u>Project Manager Qualification (Roads Construction)</u></p> <ul style="list-style-type: none"> ▪ Diploma in Civil / Built Environment (NQF 06) = 2 points ▪ BEng Degree / BTech in Civil / Built Environment (NQF 07) = 3 points ▪ Honours / BSC in Civil / Built Environment (NQF 08) = 5 points 	<p style="text-align: center;">80</p>

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Experience at Manager Level (Roads Construction)</u></p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ Above 3 to 5 years = 5 points ▪ Above 6 to 10 years = 8 points ▪ More than 10 years = 10 points <p><u>Membership Certification</u></p> <ul style="list-style-type: none"> ▪ Pr. Techni Eng = 3 points ▪ Pr. Eng / Pr. Tech Eng = 5 points <p><u>Project Manager Qualification (IT Audits)</u></p> <ul style="list-style-type: none"> ▪ Degree IT Audit/ BCom/ BTech (NQF 07) = 1 points ▪ Honours/ Post Graduate IT Audit or above (NQF 08) = 3 points ▪ Certified Information Systems Auditor (CISA) = 5 points <p><u>Experience at Manager Level (IT Audits)</u></p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ Above 3 to 5 years = 2 points ▪ Above 6 to 10 years = 3 points ▪ More than 10 years = 5 points 	
TOTAL	100

2.2 PERFORMANCE MANAGEMENT SERVICES

- Bids will be evaluated based on **Compliance, Functionality, Price, and Specific Goals.**
- The minimum threshold for functionality is **80 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and specific goals.
- Bids will be evaluated on 80/20-point system as outlined in the Preferential Procurement Regulations (PPR of 2022) and its regulations.

2.2.1 DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria and weights for functionality as indicated in the table below, will apply.

PERFORMANCE MANAGEMENT SERVICES

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Company Experience</u></p> <p>Experience in Audit of Predetermined Objectives (AoPO) / Performance Information. Evidence of experience of not less than three years within the public sector is required from the bidder. Experience in the field of Road construction or alternatively general construction will be an added advantage. Reference letters must specifically address expertise in auditing Performance Information.</p> <p>Points will be allocated based on the number of reference letters received confirming the bidder's completion of Performance Information Audit. Please ensure that these references are for work performed within the past five years (2020-2025), and provided on the client's company letterheads, signed by an authorised representative of the respective client organisation.</p> <p><u>Execution & Review Performance Information / Audit of predetermined objectives</u></p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 references letters = 5 points ▪ 3 to 4 references letters = 10 points ▪ 5 or more references letters = 15 points <p><u>Execution & Review Performance Information on Road Construction projects' predetermined objectives</u></p> <p>Number of references for work undertaken in roads construction industry</p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 to 3 references letters = 5 points ▪ 4 to 5 reference letters = 10 points ▪ 6 or more reference letters = 15 points 	30

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Required capacity</u></p> <p>Qualifications and relevant experience in executing Audit of Performance Information and Value Add services (points are awarded based on the CV of key personnel)</p> <p><u>Project Director / Project Manager Qualifications</u></p> <ul style="list-style-type: none"> ▪ Degree Internal Audit/ BCom/ BTech (NQF 07) = 5 points ▪ Honours/ Post Graduate Internal Audit or above (NQF 08) = 10 points ▪ CA(SA) / ACCA / CIA = 15 points ▪ CIA and CA(SA) / ACCA = 20 points <p><u>Experience of Project Director / Project Manager</u></p> <ul style="list-style-type: none"> ▪ Less than 5 years = 0 points ▪ Above 5 to 7 years = 5 points ▪ Above 7 to 10 years = 15 points ▪ More than 10 years or more = 20 points <p><u>Performance Specialist Qualification</u></p> <ul style="list-style-type: none"> ▪ Degree in Development Studies / Statistics / Data Science / Monitoring and Evaluation / Public Administration / Business Administration = 5 points ▪ Honours / Postgraduate in Development Studies / Statistics / Data Science / Monitoring and Evaluation / Public Administration / Business Administration or above (NQF 08) = 10 points ▪ Master in: Business Administration (MBA) / Development Studies / Statistics / Data Science / Public Administration / Monitoring and Evaluation = 15 points <p><u>Experience of the Performance Specialist</u></p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ 3 to 5 years = 5 points ▪ 6 to 10 years = 10 points ▪ More than 10 years = 15 	70
TOTAL	100

2.3 FINANCIAL MANAGEMENT SERVICES

- Bids will be evaluated based on **Compliance, Functionality, Price, and Specific Goals.**
- The minimum threshold for functionality is **80 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and specific goals.
- Bids will be evaluated on 80/20-point system as outlined in the Preferential Procurement Regulations (PPR of 2022) and its regulations.

2.3.1 DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria and weights for functionality as indicated in the table below, will apply.

FINANCIAL MANAGEMENT SERVICES

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Company Experience</u></p> <p>The bidder must have relevant experience, within the last 10 years, in providing financial management services to public infrastructure entities. This includes preparing Annual Financial Statements (AFS), managing irregular expenditure, maintaining infrastructure asset registers, and reporting on capital commitments. Reference letters must clearly confirm the bidder's expertise in these areas.</p> <p>Points will be awarded based on the number of reference letters submitted that confirm the bidder's successful completion of financial management projects within the past 10 years. These projects must include services such as the preparation of Annual Financial Statements (AFS), management of irregular expenditure, preparation of infrastructure asset registers, and reporting on capital commitments. All reference letters must be recent, printed on the client's official letterhead, and signed by an authorised representative of the client organisation.</p> <p><u>Financial Management work</u> (preparation of AFS, irregular expenditure, infrastructure assets register and capital commitment)</p> <ul style="list-style-type: none"> ▪ Less than 2 references letters = 0 points ▪ 2 references letters = 20 points ▪ 3 to 4 references letters= 25 points ▪ 5 or more references = 30 points 	<p>30</p>

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Required capacity.</u></p> <p>Points will be awarded based on the qualifications and demonstrated experience of key personnel as reflected in their CVs. Relevant experience includes, but is not limited to, the preparation of Annual Financial Statements (AFS), management of irregular expenditure, maintenance of infrastructure asset registers, and reporting on capital commitments.</p> <p><u>Project Director/Manager: Qualifications and Relevant Experience in Financial Management</u></p> <p>The Project Director/Manager must be a qualified Chartered Accountant [CA(SA)] or ACCA or CIMA. If the individual is not a qualified CA(SA) or ACCA or CIMA, their experience will not be recognised for the purposes of this requirement.</p> <ul style="list-style-type: none"> ▪ Less than 5 years = 0 points ▪ Above 5 to 7 years = 10 points ▪ Above 7 to 10 years = 20 points ▪ More than 10 years or more = 35 points <p><u>Senior accountant/Financial manager: Qualifications and Relevant Experience in Financial Management</u></p> <p>The Senior Accountant or Financial Manager must hold a professional qualification as a Chartered Accountant [CA(SA)], Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA).</p> <ul style="list-style-type: none"> ▪ Less than 3 years = 0 points ▪ Above 3 to 5 years = 10 points ▪ Above 6 to 10 years = 20 points ▪ More than 10 years = 35 points 	70
TOTAL	100

2.3.2 The score for functionality shall be calculated as follows:

2.3.2.1 Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.

- 2.3.2.2** The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- 2.3.2.3** Proposals that score less than **85 (Internal Audit Services)**, **80 (Performance Management Services)** and **80 (Financial Management Services)** out of **100** points for functionality will be eliminated from further consideration.

2.4 PRICE AND SPECIFIC GOALS STATUS LEVEL POINTS

- 2.4.1** All remaining bids will be evaluated as follows:
- 2.4.2** The **80/20** preference point system will be applied. Points for price and specific goals status will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- 2.4.3** If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotes.
- 2.4.4** The point scored for the specific goals status level for each acceptable bid will be added to the price point.
- 2.4.5** The Evaluation Committee will recommend that the contract be awarded to the bidder obtaining the highest points.

2.5 ADJUDICATION OF BID

- 2.5.1** The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

PRICING SCHEDULES

(ANNEXURE A)

INTERNAL AUDIT SERVICES

3 YEAR PLAN

No	Audit Project	Year 1 2025/2026	Year 2 2026/2027	Year 3 2027/2028
		Projects Hours		
Non – Financial Audits				
1	Supply Chain Management	340	340	340
2	Governance and Compliance	180	180	180
3	Litigation Management	-	220	220
4	Stakeholder Management	120	180	180
5	Human Resource Management	200	200	200
6	Review of performance Information	420	420	420
7	Audit of performance Information	220	220	220
Financial Audits				

8	Review of Financial Statement (Interim and Final)	160	160	160
9	Commitment, Budget and Expenditure	240	240	240
10	Infrastructure Asset Management	280	280	280
11	Internal Financial Controls	-	150	
Construction Audits				
12	Project Management (Road Construction)	320	320	320
13	Planning and Designs	-	190	190
IT Audits				
14	Information Technology Audits (Cyber Security, General and Application Controls)	250	-	250
Ad- Hoc Audits				
15	Ad- Hoc Duties/ Management Requests	500	500	500
Total Hours		3230	3600	3700

ANNEXURE A1: RATE PER TEAM MEMBER

Title	Rate per hour 2025/2026	Rate per hour 2026/2027	Rate per hour 2027/2028
Project Director			
Project Manager			
Assistant Manager / Supervisor			
Auditor			

Trainee Auditor			
VAT @15%			
Total average rate per hour inclusive of VAT			

RATE SUMMARY

Cost Category	Year 1 2025/2026	Year 2 2026/2027	Year 3 2027/2028
Internal Audit Projects Total Hours [A]	3230	3600	3700

Total Yearly Rate [A] X [B]			
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GRANT TOTAL TENDERED

Total Annual (average) Rate per annum:

Years	Total Amount
Year 1: 2025/2026	
Year 2: 2026/2027	
Year 3: 2027/2028	

GRAND TOTAL

(ANNEXURE B)

PERFORMANCE MANAGEMENT SERVICES

3 YEAR PLAN

Performance Management Services												
		YEAR 1				YEAR 2			YEAR 3			Cumulative for 3 YEARS
N O	DESCRIPTION	UNIT	ESTIMATED QUANTITY	RATE	AMOUNT	ESTIMATE D QUANTITY	RATE	AMOUNT	ESTIMATE D QUANTITY	RATE	AMOUNT	TOTAL AMOUNT
1	Preparation of Quarterly Performance Reports (QPR) Q1-Q4	Number of reports	4			4			4			
2	Testing of schedules and validation of POE	Number of Indicators	22			24			26			
	Physical Indicators											
3	Number of Projects to be validated	Number of Projects	100			120			130			
	Social Indicators											
4	EPWP labourers' data to validated: Pay Registers; Employment Contracts and Identity Documents	Number of data contract data to be validated	4000			4100			4200			
5	SMME data to be validated: Invoices; Proof of payments; BEE Sworn Affidavits and CIPC	Number of SMMEs data to be validated	500			520			530			

	Registration Documents											
6	Local workers trained: Attendance registers for training; Training Certificates and Identity Document	Number of local workers trained data to be validated	1000			1100			1200			
7	Complete Audit File with relevant supporting documentation (Q1-Q4)	Number of Audit file	1			1			1			
8	Preparation of APR (Consolidation of Data and Schedules)	Number of Consolidated APR	2			2			2			
	VAT											
	Total amount inclusive of VAT											

(ANNEXURE C)

FINANCIAL MANAGEMENT SERVICES

3 YEAR PLAN

Financial Management Services													
				YEAR 1			YEAR 2			YEAR 3			Cumulative for 3 YEARS
N o	DESCRIPTION	Cost driver	Frequency	ESTIMATED QUANTITY	RATE	AMOUN T	ESTIMATED QUANTITY	RATE	AMOUNT	ESTIMATED QUANTITY	RAT E	AMOUNT	TOTAL AMOUNT
1	Irregular Expenditure Condonation Submissions	Number of transactions	Performed continuously until completion	1200			223			223			
2	Updated and GRAP- compliant Infrastructure Asset Register	Number of registers	Annually	1			1			1			
3	Reconciliation Note between Fixed Assets Register and General Ledger	Number of reconciliation s	Annually	2			1			1			
4	Reviewed Impairment Methodology	Number of methodology	Annually	1			1			1			
5	Condition Assessment Reports (EULs and impairment) using Visual Condition Index (VCI)	Number of reports	Annually	1			1			1			

6	Impairment assessment (Impairment calculation)	Number of assets	Annually	4700			4841			4986			
7	Revised Asset Useful Life Schedule	Number of assets	Annually	4700			4841			4986			
8	Capital Commitment Disclosure	Number of registers	Quarterly	2			2			2			
9	Complete Audit File with relevant supporting documentation	Number of files	Annually	1			1			1			
	VAT @15%												
	Total amount inclusive of VAT												

(ANNEXURE D)

PRICING SCHEDULE

(Professional Services)

NAME OF Bidder:

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID

PAR NO DESCRIPTION

QUOTATION PRICE IN RSA CURRENCY

1 The accompanying information must be used for the formulation of proposals.

2 Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service

Amount excluding VAT R

VAT @ 15% R

Total including VAT R

3 PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).

3.1 Phase 1: Description

3.1.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
-------	---------------------	---------------------------	--------------------------	-------------------------	---------------------------------

		R	R		R
--	--	---------	---------	--	---------

		R	R		R
--	--	---------	---------	--	---------

		R	R		R
--	--	---------	---------	--	---------

Amount for phase excluding VAT	R
--------------------------------	---------

VAT @ 15%	R
-----------	---------

Total per phase including VAT	R
-------------------------------	---------

3.2 Phase 2: Description

3.2.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R
3.3	Phase 3: Description				
3.3.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R
4	TRAVEL EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIR TRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.				
4.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT	
	Travel (km)	R		R	
	Car Hire (per day)	R		R	
	Flights (economy)	R		R	

Amount excluding VAT	R
VAT @ 15%	R
Total including VAT	R

5 OTHER EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, E.G. THREE STAR HOTEL, BED AND BREAKFAST, TELEPHONE COST, REPRODUCTION COST, ETC). ON BASIS OF THESE PARTICULAR, CERTIFIED INVOICES WILL BE CHECKED FOR CORRECTNESS. PROOF OF THE EXPENSES MUST ACCOMPANY INVOICES.

5.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
	Accommodation (three star or equivalent)	R		R
	Meals (each)	R		R
	Per Diem (per day)	R		R
	Telephone costs (per unit)	R		R
	Reproduction costs (per page)	R		R
			Amount excluding VAT	R
			VAT @ 15%	R
			Total including VAT	R
6	Period required for commencement with project after acceptance of quotation.			
7	Estimated person-days for completion of the project.			
8	Are the rates quoted firm for the full period of the contract?			
9	If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.			

SBD 4

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:

.....
.....

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 applicable legislation.

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.

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

SBD 6.1

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20** preference point system.

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 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.

2. DEFINITIONS

- (a) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (b) **“lowest acceptable tenders”** means a tender that complies with all the specifications and conditions of tender that has lowest price compared to other tenders;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;
- (f) **“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;
- (g) **“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
- (h) **“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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 2022, preference points must be awarded for specific goals stated in the 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,

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Number of points claimed (80/20 system)	Required documents as a means of verification.
Enterprises with ownership of 51% or more by person/s who are black person/s	6		<ul style="list-style-type: none"> CSD report
Enterprises with ownership of 51% or more by person/s who are women	7		<ul style="list-style-type: none"> CSD report
Enterprises with ownership of 51% or more by person/s who are youth	3		<ul style="list-style-type: none"> CSD report
Enterprises with ownership of 51% or more by person/s with disability	2		<ul style="list-style-type: none"> Medical certificate CSD report
Small, Medium and Micro Enterprises	0		
Rural/Township Business	2		<ul style="list-style-type: none"> Municipal account or permission to occupy (PTO) or lease agreement
Total points for specific goals	20		

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 4.1, the contractor is 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:

DATE:

ADDRESS:

.....

.....

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, RAL will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	RAL shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of RAL provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	RAL have the right to enter into a negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ³ or promise/ undertaking to award the contract.
4.3	RAL shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of RAL is the CEO.
4.5	RAL also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

³ See GLOSSARY.

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the RAL SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	RAL shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	<p>The RAL may disregard the quote of any bidder if that bidder, or any of its directors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the RAL. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. <p>Such actions shall be communicated to the National Treasury.</p>
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS

11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, RAL must be given immediate written notice to this effect. RAL reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of RAL.
12.2	Although the contractor will be entitled to provide services to persons other than RAL, the contractor shall not without the prior written consent of RAL, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to RAL.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	FORMAT OF BIDS
15.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
15.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
15.3	Part 1: Special Conditions of Bid and Contract

15.3.1	Bidders must sign and return the Special Conditions of bid and Contract. Bids submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.
15.3.2	Recommended bidder who is not CSD compliant at the time of appointment must be notified in writing to comply within seven (7) working days.
15.4	Part 2: Bidder's Disclosure
15.4.1	Each party to the bid must complete and return the "Bidder's Disclosure". Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
15.5	Part 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
15.5.1	<p>Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:</p> <p style="padding-left: 40px;">(c) Price; and</p> <p style="padding-left: 40px;">(d) Specific Goals.</p> <p>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.</p>
15.6	Part 4: Invitation to Bid
15.6.1	Bidders must complete, sign and return the full "Invitation to Bid" document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
15.7	Part 5: Pricing Schedule
15.7.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
15.7.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.
15.7.3	Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
15.7.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
15.7.5	

	Note 1: The cost of travel and accommodation for persons who are not part of the prospective contractor's team should not be included. These costs will be borne by the Client.
	Note 2: No handling fee on disbursements will be considered
	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
15.8	Part 6: Team details
15.8.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
15.8.2	For each team member there must be:
	<input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
15.9	Part 7: Experience in this field
15.9.1	Bidders should provide in this part, and return as part the submission, at least the following information.
	<input type="checkbox"/> Details of contracts for similar work.
	<input type="checkbox"/> Contact details of a maximum of 2 organisations for which work was done.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: _____

Signature of applicant: _____

Date: _____