VAAL ORANGE CATCHMENT MANAGEMENT AGENCY

REQUEST FOR BID

BID NUMBER: VO 004-2026/2027

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICE FOR THE PERIOD OF TWO YEARS

ISSUE DATE:

02 APRIL 2026

CLOSING DATE:

23 APRIL 2026 AT 11:00am

SUBMIT QUOTATIONS DOCUMENTS TO:

OR **e-Tenders**

TENDER NAME :

CSD SUPPLIER NUMEBR :

Briefing session

N/A

TENDERER: (Company address and stamp)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**VO 004-2026/2027**	CLOSING DATE:	31 APRIL 2026	CLOSING TIME:	**11:00AM**
DESCRIPTION	**APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICE FOR THE PERIOD OF TWO YEARS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
e-Tender					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Supply Chain Management	CONTACT PERSON	Neo Smouse
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	mokhuwas@dws.gov.za	E-MAIL ADDRESS	SmouseN@dws.gov.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐Yes ☐No [IF YES ENCLOSE PROOF]	***ARE YOU A FOREIGN BASED SUPPLIER FOR** THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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.

PART B
TERMS AND CONDITIONS FOR BIDDING

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, 2017, 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 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: ……..

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICE FOR THE PERIOD OF TWO YEARS

1. PURPOSE

The purpose of this request is to appoint a suitable service provider for the provision of Internal Audit services on a co-sourcing basis for a period of twenty-four (24) months. The Internal Audit will be set up under sections 51 (1) (a) (ii) and 76(4) (b) and (e) of the Public Finance and Management Act (PFMA) and Paragraph 27.2.2 of the Treasury Regulations.

2. BACKGROUND

The Vaal Orange Catchment Management Agency (CMA) is a corporate body established in terms of the section 78(1) of the National Water Act No. 36 of 1998, amended (the act). The Vaal Orange CMA is a schedule 3A public entity and is required as such to manage its resources in a manner and that complies with the public finance Management Act, 1999 and the National Treasury Regulation, 2005 (NTR) as amended.

3. AIMS AND OBJECTIVES

The aim is to seek the services of a PSP to augment the capacity of internal Audit team to respond to challenges facing the Vaal Orange CMA, to take initiatives and implement programmes which will give effect to those responses, and to undertake specific tasks, either as part of strategies to be developed, or as ad hoc responses to challenges which may arise.

The primary responsibility of the Internal Audit will be to audit and review the Vaal Orange CMA financial, operational, performance and corporate governance activities and to make recommendations in terms of best practice for the Vaal Orange CMA.

The Internal Audit objective is to ensure that the internal audit is conducted in accordance with the standards set by the Institute of Internal Auditors and fulfils all requirements as prescribed by the Public Finance Management Act, any other relevant Legislation and Treasury Regulations.

In all cases, it is important that staff of the Internal Audit unit is empowered in the process of carrying out the assignment. Staff must develop appropriate skills and experience in their interaction with the relevant service provider which will decrease the necessity in the need for future assignments of this nature. A detailed skill transfer plan will have to be submitted with the proposal.

The Vaal Orange Catchment Management Agency (CMA) consists of three (3) Offices in the following Provinces:

1. Northern Cape Province
2. Free State Province
3. Gauteng Province

The appointed service provider may be required to travel to all three (3) mentioned provinces to conduct audits.

4. SCOPE OF WORK/ DELIVERABLES

Below is the scope of work to be co-sourced and it is compulsory for all bidders' proposals to cater for all the areas as indicated.
The duties of the service provider are listed, but not limited to the following (ad hoc projects will be delegated should the need arise):

a. Development of three year rolling strategic internal audit plan and annual operational plan

b. Conduct quarterly performance audits (4 per year)

c. Review interim and annual financial statements

d. Audit supply chain management processes

e. Review Financial Governance

- Budgeting
- Payments
- Revenue management
- Cash flow management

f. Evaluate Corporate Governance

- Internal Control Environment

g. Conduct Compliance Audit

- Compliance with laws and regulations of catchment Agency.
- Compliance with board resolutions.
- Occupational Health and Safety Act.

h. Perform Operational Audits

- Reviewal of the adequacy and effectiveness of operational controls in relation to the following areas:
    - Water resources planning and management.
    - Water resources Authorization and registration.
    - Compliance monitoring and enforcement.

i. Follow up audits

- Audit the progress by management on the implementation plan to address audit findings raised by the external auditors and internal audit unit for the previous reporting period.

j. Skills transfer

- The service providers shall transfer skills to the staff of the Vaal Orange CMA who will be involved in the audit conducted. Furthermore, provide guidance and knowledge to the Vaal Orange CMA's staff within the field of audit. The service provider will submit a consolidated report to the Vaal Orange CMA providing feedback on the skills transferred to the Vaal Orange CMA's staff over the duration of the contract period.

k. Perform ad-hoc audits as and when required

- High risk areas as identified in the risk assessment.
- Management request as and when required.

l. General

- Report the results and recommendations of audits to management and the audit committee of the VOCMA.
- Prepare reports to the Audit Committee detailing performance against the plan, allowing for effective monitoring and intervention where necessary.
- Have a quality assurance and improvement program in accordance with the Institute of Internal Auditors (IIA) standards.

- Prepare and submit all audit files.
- Attend the audit and risk management committee meetings and governing board as when required.
- Provide support to the external audit processes.

5. RESOURCES REQUIRED

Composition of the key staff, qualifications, experience and expertise

- The key staff should be composed of a lead partner, one senior manager, one manager and two senior Auditors.
- The key staff should be in possession of the following qualifications:

  b. One (1) Lead partner must at least hold a Masters in Auditing/ Chartered Accountant.

  c. One (1) Senior Manager and One (1) Manager must at least hold a minimum of Post Graduate Degree in Business Management/ Law/ Auditing/ Economic Science/ Accounting.

  d. Two (2) senior auditors should at least hold a Degree in Auditing.

- The key staff should have 10 years' experience in the audits field:

  a. Lead Partner must have 10-12 years' experience in reviewing similar audits of this nature in the Public and Private sector.

  b. One (1) senior manager must have at least 8-10 years' experience in conducting similar audits of this nature in the Public and Private sector.

  c. One (1) manager must have at least 5 - 8 years' experience in conducting similar audits both in public and private sector.

  d. Two (2) senior auditors must have at least 3 - 5 years' experience in conducting similar audits both in public and private sector.

NB: The successful bidder will not be allowed to replace resources without prior approval irrespective of whether the new resource/s meet the set-out criteria above or not.

The replacement resource must hold the same qualifications and experience of higher as compared to the previous resource.

It is the bidders' responsibility to clearly indicate in their proposal who is the lead partner, senior staff, and project key staff. Bid Evaluation Committee members can only evaluate and score according to what is shown or reflected in a proposal.

- The key staff should have extensive knowledge of audit in the public and private sector.
- Bidders must submit comprehensive CV's of all key staff.
- The bidding company must be in existence for at least 3 years with 3 years' relevant experience in delivering the required audit services
- Proof of the number of years' in existence should be provided by submission of evidence which prove that the company has been actively in business) or any other relevant registration document. (CIPC certificate does not prove number of years in existence).
- Attach proof of recommendation/signed letters of references from the clients, in the client/s letterhead from which the bidder has successfully completed internal audit services in the public sector. Letters of reference must include the name of the bidder/ service provider and contactable references.

6. PRICING SCHEDULE

- Price schedules shall be strictly based on the scope of work to be covered. Fees quoted at an hourly rate must not exceed the Auditor-General Rates as determined by South African Institute of Chartered Accountants SAICA.

7. CONDITIONS OF CONTRACT

General condition of contract July 2010 as per National Treasury is applicable to this bid.

8. PROJECT PERIOD

The project will be executed over a period of twenty-four (24) months.
The Vaal Orange CMA is intending to appoint one (1) service provider/ company that will be able to service all three (3) offices.

9. OWNERSHIP AND INTELLECTUAL PROPERTY

- All products resulting from this contract will remain the property of the Vaal Orange CMA. The contents of the material will not be altered without the prior permission from the Vaal Orange CMA.
- The service provider may also not use Vaal Orange CMA material for any advertisements and personal use without the prior permission from the Vaal Orange CMA.
- This contract will be under a direct supervision of Vaal Orange CMA Internal Audit unit.

10. VALIDITY PERIOD OF PROPOSAL

The bid proposal must remain valid in all respects for at least 120 days after the bid closing date.

11. EVALUATION PROCESS

Bids will be evaluated in four (4) phases as per PPPFA, Act No.5 of 2000 (PPPFA). The bidder scoring the highest points in phase 4 (Preference Points System) will be recommended for award. Four (4) evaluation phases as follows:

i. Phase 1 – Mandatory requirements

ii. Phase 2 – Functional requirements

iii. Phase 3 – Administrative Compliance

iv. Phase 4 – Price and BBBEE evaluation

Phase 1: Mandatory Requirements

Failure to submit the document(s) listed below **will** render your bid non-responsive and will be disqualified.

Criteria	Yes	No
Must attach valid copies of companies' registration certificate with relevant professional bodies i.e. either of the following bodies: IIA, SAICA, ISACA or IRBA		

Phase 2: Functionality Requirements

The assessment of functionality will be done in terms of the evaluation criteria as indicated in Table 1. Only Bids that meet the minimum threshold of 6**0 out of 100 points** for functionality will proceed to the next stage.
The evaluation of functionality will be evaluated in accordance with the functionality criteria below and applicable values. The weight that will be allocated to each functionality criterion is as follows :1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent. The evaluators are to score the bidder on a scale of 1 to 5 and use the scored value to determine the achieved weight of the criterion.

Functionality Evaluation Criteria
The following evaluation criteria and maximum points are applicable:

No.	Criteria	Weight of Criterion	Bidder Score

1	**Methodology**	**30**	
1.1	The Service Provider is expected to clearly outline and explain the methodology that will be used to conduct internal audit at the Department (no textbook explanation) stipulate the approach and provide a step-by-step explanation of the proposed process to reach the end result of this requirement. It will be imperative for the Service Provider to outline and explain the methodology that will be used to conduct internal audit on behalf of the Department. • Methodology not documented- **1 (Very Poor).** • Methodology documented but the step-by-step explanation of the proposed process is not clear or not detailed- **2 (Poor).** • Methodology documented and clearly indicates step-by-step explanation of the proposed process- **3 (Average).** • Methodology documented and clearly indicates step-by-step explanation of the proposed process with diagrams- **4 (Good).** Methodology documented and clearly indicates step-by-step explanation of the proposed process with diagrams, along with research, benchmarking, and innovative products - **5 (Excellent).**	**25**	
	Skills Transfer		
1.2	The skills to be transferred in terms of the TOR requirements: • Transfer of skills not demonstrated- **1 (Very Poor).** • High level Skills Transfer Plan- **2 (Poor).** • Detailed Skills Transfer Plan- **3 (Average).** • Detailed Skills Transfer Plan with examples- **4 (Good).** • Detailed Skills Transfer Plan with innovative skills transfer techniques- **5 (Excellent).**	**5**	
2	**Qualifications and experience of key staff.**	**40**	
2.1	**Qualifications of key staff** Relevant qualifications of the key staff. Qualifications must be elaborated upon in CV's Lead partner: • Diploma or Degree in Auditing/ Law- **1 (Very Poor).** • Post Graduate Diploma or Honors in Auditing/ Law- **2 (Poor)** • Masters in Auditing/ Law or a Chartered Accountant- **3 (Average).** • Doctorate in Auditing/Law - **4 (Good)** • Doctorate in Auditing/Law and additional Qualifications over and Doctorate - **5 (Excellent).** Senior Manager: • Diploma in Auditing/ Law **1 (Very Poor).** • Degree in Auditing/ Law- **2 (Poor).** • Post Graduate Diploma or Honors in Business Management/ Auditing/ Law/	**20** **7** **5**	

			Economic Sciences/ Accounting- **3 (Average).** • Masters in Business Management/ Auditing/ Law/ Economic Sciences/ Accounting or a Chartered Accountant- **4 (Good)** • Additional Qualifications over and above Masters in Auditing/Law or a Chartered Accountant- **5 (Excellent)**-		
		Manager	• Diploma in Auditing/ Law **1 (Very Poor).** • Degree in Auditing/ Law/- **2 (Poor).** • Post Graduate Diploma or Honors in Business Management/ Auditing/ Law/ Economic Sciences/ Accounting - **3 (Average).** • Masters in Business Management/ Auditing/ Law/ Economic Sciences/ Accounting- **4 (Good)** • Additional Qualifications over and above Masters in Business Management/ Auditing/ Law/ Economic Sciences/ Accounting or a Chartered Accountant- **5 (Excellent)**-	**4**	
		Senior Auditor	• Grade 12- **1 (Very Poor)** • Diploma in Auditing/ Law**. 2 (Poor).** • Degree in Auditing/ Law - **3 (Average).** • Post Graduate Diploma or Honors in Auditing/ Law - **4 (Good).** • Masters in Auditing/ Law or a Chartered Accountant- **5 (Excellent)**	**2**	
		Senior Auditor	• Grade 12- **1 (Very Poor)** • Diploma in Auditing/ Law**. 2 (Poor).** • Degree in Auditing/ Law - **3 (Average).** • Post Graduate Diploma or Honors in Auditing/ Law - **4 (Good).** • Masters in Auditing/ Law or a Chartered Accountant- **5 (Excellent)**	**2**	
2.2	**Experience of key staff**			**20**	
	Lead partner		• 7-8 years' experience in conducting similar audits of this nature in the public and private sector - **1 (Very Poor).** • 8-10 years' experience in conducting similar audits of this nature in the public and private sector - **2 (Poor)** • 10-12 years' experience in conducting similar audits of this nature in the public and private sector - **3 (Average).** • 12-15 years' experience in conducting similar audits of this nature in the public and private sector - **4 (Good)** • 15-20 years' experience in conducting similar audits of this nature in the public and private sector - **5 (Excellent)**	**7**	
	Senior Manager		• 6-7 years' experience in conducting similar audits of this nature in the public and private sector - **1 (Very Poor).** • 7-8 years' experience in conducting similar audits of this nature in the public and private sector - **2 (Poor).**	**5**	

		• 8-10 years' experience in conducting similar audits of this nature in the public and private sector - **3 (Average).** • 10-12 years' experience in conducting similar audits of this nature in the public and private sector - **4 (Good).** • 12-15 years' experience in conducting similar audits of this nature in the public and private sector - **5 (Excellent)**		
	Manager	• 3-4 years' experience in conducting similar audits of this nature in the public and private sector- **1 (Very Poor).** • 4-5 years' experience in conducting similar audits of this nature in the public sector- **2 (Poor).** • 5-8 years' experience in conducting similar audits of this nature in the public and private sector - **3 (Average).** • 8-10 years' experience in conducting similar audits of this nature in the public and private sector - **4 (Good).** • 10-12 years' experience in conducting similar audits of this nature in the public and private sector - **5 (Excellent)**	**4**	
	Senior Auditor	• 1-2 years' experience in conducting similar audits of this nature in the public and private sector - **1 (Very Poor).** • 2-3 years' experience in conducting similar audits of this nature in the public and private sector - **2 (Poor).** • 3-5 years' experience in conducting similar audits of this nature in the public and private sector - **3 (Average).** • 5-8 years' experience in conducting similar audits of this nature in the public and private sector - **4 (Good).** • 8-10 years' experience in conducting similar audits of this nature in the public and private sector - **5 (Excellent)**	**2**	
	Senior Auditor	• 1-2 years' experience in conducting similar audits of this nature in the public and private sector - **1 (Very Poor).** • 2-3 years' experience in conducting similar audits of this nature in the public and private sector - **2 (Poor).** • 3-5 years' experience in conducting similar audits of this nature in the public and private sector - **3 (Average).** • 5-8 years' experience in conducting similar audits of this nature in the public and private sector - **4 (Good).** • 8-10 years' experience in conducting similar audits of this nature in the public and private sector - **5 (Excellent)**	**2**	
3	**Bidder's experience**		**30**	
3.1	Attach proof of recommendation/signed letters of references from the clients, in the client/s letterhead from which the bidder has successfully completed internal audit services in the public sector. Letters of reference			

	must include the name of the bidder/ service provider and contactable references. 5 and more completed audit projects collectively covering any of the deliverables mentioned in the scope of work - (30) 4 completed audit projects collectively covering any of the deliverables mentioned in the scope of work references letters - (20) 3 completed audit projects collectively covering any of the deliverables mentioned in the scope of work references letters - (15) 2 completed audit projects collectively covering any of the deliverables mentioned in the scope of work references letters - (10) 1 completed audit projects collectively covering any of the deliverables mentioned in the scope of work references letter - (5) NOTE: Reference Letters with no details of experience, and experience not relevant to the internal audit services will be deemed invalid, and as such will not be awarded any points.	**30**	
	Total	**100 Points**	

Bidders must score at least **60 out of 100** in respect of functionality in order to qualify for advancement to Phase 3. A bidder that scores less than **60 out of 100** will be regarded as submitting a non-responsive bid and will be disqualified.

Phase 3: Administrative Compliance

Bidders are required to comply with the following listed bellows.

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database and must submit CSD report. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD or SARS). Attach Tax Compliance status PIN page		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of CIPC / CIPRO certificate.		
4	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)		
5	Valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational and Diseases Act No 130 of 1993 and third parties' insurance registered with Financial Service Board.		
6	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with the bid. If by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.		
7	Complete, sign, submit SBD1, SBD 4, SBD 6.1, SBD 3.3		

Phase 4 Evaluation of Price and Specific Goals

80/20 Principle will be applied in terms of the new Preferential Procurement Regulations, 2022 pertaining to the PPPFA Act no 5 of 2022.

During this phase, bid proposals that passed phase 3 will be further evaluated based on the Preferential Procurement Regulations, 2022, will be used to evaluate this proposal as per the applicable threshold value.

Bid proposals will be evaluated based on the 80/20 preference points system in accordance with the PPPFA (Act no 5 of 2000), where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for specific goals.

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Proof includes original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims.

Bidders who qualify as EMEs or QSEs are only required to submit a sworn affidavit signed by the company representative and attested by a Commissioner of oaths, confirming its annual total revenue and level of Black ownership.

B-BBEE certificate must be a certified copy and it must be valid on or before the closing date of the invitation in order for a bidder to qualify for the points to be claimed.

The original Sworn Affidavit endorsed or signed off by the commissioner of oath must be the original document not a copy and it must be valid on or before the closing date of the invitation in order for a bidder to qualify for the points to be claimed.

In bids where there is Consortium/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted.

NB: A Copy of certified copy of B-BBEE status level contributor certificate will not be accepted.

NB: A Copy of a sworn affidavit will not be accepted.

Points claimed will be according to a bidder's specific goals claimed as indicated in Table 1 below.

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

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (local equal province)	2
B-BBEE status level contribution from levels 1 to 2 which are QSE or EME	3
Total points for SPECIFIC GOALS	20

Specific goals" means specific goals as contemplated in section 2(1)*(d)* of the PPPFA 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 of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

"Ownership" means the percentage of ownership and control, exercised by individuals within an enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication;
iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another;
iv. A person who requires an artificial limb; or
v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

"Youth" means, in respect a person younger than 35 years of age.

"Location of enterprise" Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

Women, disability, and youth will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom owns 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

DETAILED COST BREAKDOWN

PROJECT OBJECTIVE/SCOPE	RESOURCE REQUIRED Lead partner			RESOURCE REQUIRED Senior Manager			RESOURCE REQUIRED Manager			RESOURCE REQUIRED X2 Senior internal auditor			Total Year 1	Total Year 2
Development of three year rolling strategic internal audit plan and annual operational plan	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Audit of performance information (4 Audits, 1 per Quarter)	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Review of interim (3 Quarters) and annual financial statements	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Supply chain management audit.	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Financial Governance	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Corporate Governance														
Safeguarding of information	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Corporate Governance Review	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Compliance Audit	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Operational Audits Reviewal of the adequacy and effectiveness of operational controls in relation to the following areas:														
Water resources planning and management	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		

Water resources Authorization and registration	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Compliance monitoring and enforcement	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Follow up audits	**Rate p/h**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**	**Rate**	**Hour**	**Cost**		
Total estimated hours and rates														
Disbursement estimated														
TOTAL COST VAT INCL														

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 State institution

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.

2.2 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:

……..…….

……..…….

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.

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.

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

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 To be completed by the organ of state

a) 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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state

in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership (35 and below)	5	
Location of enterprise (local equals province)	2	
B-BBEE status level contribution from level 1 or 2 which are QSE or EME	3	
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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

……

……

……

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ……BID NO.: **VO 004-2026/2027**

CLOSING TIME 11:00 CLOSING DATE: **23 APRIL 2026**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID. **23 APRIL 2026**

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

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

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R……..……

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION HOURLY RATE DAILY RATE

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

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

---------- R---------- ---------- days
---------- R---------- ---------- days
---------- R---------- ---------- days
---------- R---------- ---------- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	……	....……..	R……
----------	……..	……..	R……
----------	……..	……..	R……
----------	……..	……..	R……

TOTAL: R……

** ”all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	……..	……..	R……
----------	……..	……..	R……
----------	……..	……..	R……
----------	……..	……..	R……

TOTAL: R……

6. Period required for commencement with project after acceptance of bid ……

7. Estimated man-days for completion of project ……

8. Are the rates quoted firm for the full period of contract? *YES/NO

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. ……

……

……

……

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

e-Tenders

For Technical enquiries: Mr. Neo Smouse
Contact person: SmouseN@dws.gov.za

CONTRACT FORM - RENDERING OF SERVICES **SBD 7.2**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **Vaal-Orange Catchment Management Agency (VOCMA)** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **VO 004-2026/2027**at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Proof of tax compliance status;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Bidder's Disclosure form;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) …….

CAPACITY …….

SIGNATURE …….

NAME OF FIRM …….

DATE …….

WITNESSES

1 ……..……

2 ……..……

DATE:……..