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**ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Supply and Delivery of Communication and Public Participation Gadgets	ELM-1/021/2022-2023	Tuesday, 16 May 2023	Mr V. Matyeni Tel. 045 932 8107 E-mail: vukilem@elundini.gov.za
Supply and Delivery of Office Furniture	ELM-1/022/2022-2023	Friday, 05 May 2023	Ms Z. Ndzunga Tel. 045 932 8118 Email: ziyandan@elundini.gov.za
RE-ADVERTISEMENTS			
Internal Audit Management Software	ELM-1/001/2022-2023	Tuesday, 16 May 2023	Mr B. Magongo Tel. 045 932 8263 E-mail: bhelim@elundini.gov.za
Co-sourced Internal Audit service providers for Assurance and Consulting	ELM-1/002/2022-2023	Tuesday, 16 May 2023	Mr B. Magongo Tel. 045 932 8263 E-mail: bhelim@elundini.gov.za

1. Supply and delivery of cell phones with insurance for the period of 24 months.
2. Supply and delivery of office furniture to Nqanqarhu municipal offices.
3. Internal Audit Software that will support the internal audit activity in planning, management, execution, monitoring and reporting of activities for a period of three (3) years.
4. Panel of four Co-sourced internal audit service providers for assurance and consulting to ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the objectives for a period of three (3) years.

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:
Special conditions of all the bids

Contract no.	Evidence of Quality Criteria
ELM-1/021/2022-2023	1. 4 Reference letters of experience of the same projects in the last 5 years
	2. Qualified technician with ICT diploma / certificate
	3. Proof of ICASA
	4. 100% of network coverage in Elundini Local Municipality Area
ELM-1/022/2022-2023	1. 5 Reference letters of similar projects that were successfully implemented
	2. Proof of 3 weeks lead time after receipt of purchase order
ELM-1/001/2022-2023	1. 3 Reference letters of the same project indicating that services were satisfactory or unsatisfactory
	2. 3 years' experience as the product champion, certificate of training on proposed software
	3. Detailed product software
	4. Proof of Original Equipment Manufacturer or sole distributor or developer or owner of software
ELM-1/002/2022-2023	1. 3 Reference letters specific to quality of work conducted in review of GRAP compliant AFS, IT advisory and assurance, review of Risk Management, Fraud investigation, review of infrastructure
	2. Project Manager with CIA/CA (SA) with 4-5 years of experience
	3. Audit team with 3 years' experience and registered members of CIA or ACFE or SAICA
	4. Reference of skills transfer plan

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation.

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

Contract number	Specific Goals	Proof of specific goal
ELM-1/021/2022-2023	- EME or QSE which is at least 51% owned by Black people = 10 Points -EME or QSE which is at least 51% owned by black people who are women = 10 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit - Company registration document and certified ID copy
ELM-1/022/2022-2023	-EME or QSE which is at least 51% owned by Black people = 20 Points	-Company registration document and valid certified B-BBEE certificate or original sworn affidavit
ELM-1/001/2022-2023	- EME or QSE which is at least 51% Black owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit
ELM-1/002/2022-2023	-EME or QSE which is at least 51% owned by Black people = 20 Points	-Company registration document and valid certified B-BBEE certificate or original sworn affidavit

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Thursday, 13 April 2023**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown test for responsiveness conditions, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za, National Treasury E-tender portal and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon** on the above mentioned dates at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data



JACK MDANI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality by not later than 12h00 on Tuesday, 16 May 2023.
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .
- d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2022.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,

- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

TERMS OF REFERENCE FOR THE PROPOSED INTERNAL AUDIT SOFTWARE

Project Description

Internal Audit Management Software (Solution) that will support the internal audit activity in planning, management, execution, monitoring and reporting of activities.

1. Project Background

Internal audit has exercised due professional care by considering a procurement of an automated audit management tool which will be an ongoing monitoring in achieving the primary internal audit mission and improve operations such as:

- I. Engagement planning and supervision
- II. Standardised working practices
- III. Workpaper procedures and sign-offs
- IV. Report reviews
- V. Checklists or automated tools
- VI. Feedback from internal audit clients and other stakeholders
- VII. Staff and engagement key performance indicators (e.g. the number of certified internal auditor on staff, their years of experience in internal auditing, the number of continuing professional development, timelines of engagements and stakeholder satisfaction)

Elundini Local Municipality Internal Audit function is working under a co-sourced Internal Audit. Internal Auditing team is currently using Word and Excel to document their work from planning, execution, quality assurance, reporting and follow-ups.

This has resulted in a lack of standardization of documentation, inefficiencies in performing the Internal Audit work and Internal Audit not going for a Quality Assurance Review. The current process is not sustainable because it is negatively impacting the quality, efficiency, and effectiveness of the Internal Audit department's work. Therefore, the recommendation is to acquire a proper Internal Auditing Management Software (Solution) to address the above-mentioned challenges.

To mitigate these challenges, the acquisition of the Internal Audit Management Software (Solution) will assist the Internal Audit Team to increase their audit coverage, improve audit inefficiencies by utilising Data Analytics, etc.

2. Background: Bid Process

2.1 Introduction

The Elundini Local Municipality [ELM] requires an internal audit management software (solution) that supports planning, management, execution, monitoring and reporting of activities in the Internal Audit Function.

2.2 Bid Specific Conditions

Bidders are required to properly complete the bid document, attach relevant information and adhere to the conditions as stipulated herein below.

2.2.1 Returnable documents

- a) Bidders must submit proof of registration on the National Central Supplier Database (CSD);
- b) In terms of National Treasury Instruction No. 4A of 2016/17 regarding the (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:
 - (i) Business registration, including details of directorship and membership;
 - (ii) Bank Account holder information;
 - (iii) In the service of the State status;
 - (iv) Tax compliance status;
 - (v) Identity number;
 - (vi) Tender default and restriction status.
- c) Bidders must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. A sworn affidavit in a prescribed form will be accepted from bidders qualifying as EME's or QSE's.
- d) Failure by the bidder to submit a B-BBEE certificate as mentioned above will result in the bidder not being allocated any preference points;
- e) The following MBDs must be completed in full and duly signed where relevant.
 - MBD 1: Invitation to bid
 - MBD 4: Declaration of Interest form
 - MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2022
 - MBD 8: Declaration of Bidder's Past Supply Chain Management Practices
 - MBD 9: Certificate of Independent Bid Determination

DETAILED SPECIFICATIONS

Elundini Local Municipality hereby invites the Service Provider for the provision of Internal Audit Management Software for 3-years which will support audit planning, management, execution, monitoring and reporting of activities in the areas of Internal Audit Function.

Internal Audit Requirements

The software tool should:

- Assist with the easy co-ordination of Internal Audit work
- Support the standard Internal Audit Process consisting of sub-processes, strategic planning, assignment planning, assignment execution, assignment reporting, assignment follow-up and reporting to stakeholders
- Incorporate the municipality's customised Internal Audit methodology and templates
- Include a facility to capture individual staff member timesheets and record time booked to various projects
- Provide summary reports on time booked per individual staff member and per project
- Have online and offline access with the ability to synchronise back to the system at a later stage
- Have the ability to generate reports automatically drawn from pre-populated information on the audit file
- Ability to customise various reports (follow-up report, consulting report, assurance report)
- Enable Internal Audit to capture additional risks and controls for consideration by Risk Management
- Enable Internal Audit to rate the risks for consideration by Risk Management
- Manage electronic working papers
- Enable the attachment of supporting documents to the audit file
- Produce email notification to reviewer when audit sections are ready for review
- Enable the raising and clearing of review notes
- Send reports or findings by email to the process owner for comment
- Enable tracking of the implementation of action plans in response to Internal Audit reports
- Enable archiving of internal audit project files
- Licences required for 4 internal auditors (Internal auditors license should allow access to the Risk Management module as well)

Additional Requirements

- Provide ongoing support for the duration of the contract.
- Customise the tool in line with the Municipality's Internal Audit Methodology
- Training to internal product champions and other staff at the introduction of the tool
- The services provider may be requested to make a presentation should the need arises.

Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:

Special conditions for this bid

No.	CRITERIA	PORTFOLIO OF EVIDENCE
1	Company experience in Public Sector, specifically Provision, Implementation and maintenance of Internal Audit Management Software (Solution) in local government with 3 reference letters.	<p>3 Letters of references from past and current clients where the service provider provided Internal Audit Management Software (Solution) in the Municipalities.</p> <p>Reference letters must be signed, must be on the letter head of the organisation where the services were rendered and with an official stamp from that organisation.</p> <p>Reference letters must also indicate whether services were rendered satisfactory or unsatisfactory.</p>
2	A minimum of 3 years' experience as the product champion and Certificate of training on the proposed software.	Bidders must provide detailed CV and proof of qualification of the product champion.
3	Detailed product manual	Detailed product manual addressing the items required in the specification

No.	CRITERIA	PORTFOLIO OF EVIDENCE
4	The bidder must be registered with the original equipment manufacturer (OEM) or bidder must confirm if they are the sole distributors, developers and owners of an Internal Audit Management Software (Solution)	Provide evidence of registration with OEM or confirmation letter

Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation.

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

Specific Goals	Proof of specific goal
- EME or QSE which is at least 51% Black owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit