



**REQUEST FOR PROPOSALS FOR THE PROVISION OF INTERNAL
AUDIT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS**

Bid Number: **CHE/CS/05/02/2026**
Issue Date: 22 May 2026
Closing Date: 22 June 2026
Closing time: 11:00 am
Compulsory Briefing session: **03/ 06/ 2026 at 09:00 (Door closes at 09:15 am)**

Bid Validity Period: 120 days.

TENDER BOX ADDRESS:

Bid documents should be deposited in the tender box situated at:

The Council on Higher Education (CHE) Reception Area

No.: 1 Quintin Brand Street,
Persequor Technopark,
Brummeria,
Pretoria East, 0020

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL ON HIGHER EDUCATION

BID NUMBER:	CHE/CS/02/05/2026	DATE OF ISSUE:	22 May 2026	CLOSING TIME:	11:00 am
		CLOSING DATE:	22 June 2026		
DESCRIPTION	Provision of Internal Audit Services for thirty-six (36) months				
COMPULSORY BRIEFING SESSION	03 JUNE 2026 at 9:00 am – Door closes at 09:15 am(No Service Provider will be allowed after 09h15). :1 Quintin Brand Avenue, Persequor Park, Brummeria, Pretoria				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

1 Quintin Brand Street
Persequor Park;
Brummeria
Pretoria East
0020

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Dorah Motlhalifi	CONTACT PERSON	Katongo Kabwe
TELEPHONE NUMBER	012 349 3915	TELEPHONE NUMBER	012 349 3940
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Motlhalifi.d@che.ac.za	E-MAIL ADDRESS	Kabwe.k@che.ac.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 <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS SWORN AFFIDAVIT	LEVEL	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	---	--	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES <input type="checkbox"/> NO <input type="checkbox"/>

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) as listed under – paragraph 3.1 [mandatory requirements] below.
- 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000, and the preferential procurement regulations, 2022 under the 80/20 preference points system.
- 1.4 This bid shall be governed by the general conditions of the contract (GCC) which can be obtained from the national treasury website: ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract
- 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full.(attached).
- 1.6 The bid must be submitted with the following standard bidding documents: SBD 4 and SBD 1
- 1.7 The bid must be accompanied by a briefing session certificate as proof that they have attended the compulsory briefing session as indicated in part a above.
- 1.8 Copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit.

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 the 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.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

1. INTRODUCTION

The Council on Higher Education (CHE) is an independent statutory body established in May 1998 as provided for by Section 4 of the Higher Education Act (Act No. 101 of 1997, as amended), and it also functions as the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No 67 of 2008, as amended). It is a Schedule 3A national public entity in terms of the Public Finance Management Act (Act No. 1 of 1999). More information on the CHE can be obtained from the website <https://www.che.ac.za/>.

2. BACKGROUNDS

The Internal Audit function aims to assist the Council on Higher Education (CHE) in accomplishing its strategic objectives. It achieves this by reviewing and evaluating CHE operations through a systematic, disciplined approach designed to assess and improve the effectiveness of risk management, control, and governance processes. This ensures complete consistency with CHE values and promotes continuous improvement across the institution. The function provides an independent, objective appraisal mechanism that evaluates internal control frameworks under the oversight of the CHE Council and Audit Committee. Internal Audit is tasked with assisting CHE management to maintain efficient operational controls in strict compliance with the Global Internal Audit Standards set by the Institute of Internal Auditors (IIA). Furthermore, the function proactively assists the CHE in identifying, evaluating, and mitigating significant risk exposures to strengthen institutional governance.

3. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

CHE seeks to appoint potential qualified and experienced bidders to submit proposals to CHE for the purpose of rendering internal audit services for three (3) years.

This RFP does not constitute an offer to do business with the CHE but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

CHE intends to select a preferred service provider for the services mentioned above based on the fulfilment of the specification requirements and competitive price that will be submitted.

4. LEGISLATIVE FRAMEWORK OF THE BID

1.1 Tax Legislation

1.1.1 Bidder(s) must be compliant when submitting a proposal to CHE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

1.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service

(SARS) to meet the bidder's tax obligations.

- 1.1.3 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 1.1.4 It is a requirement that bidders grant written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 1.1.5 Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 1.1.6 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database

1.2 Procurement Legislation

The CHE has a detailed procurement evaluation methodology established in accordance with the **Public Procurement Act, 2024 (Act No. 28 of 2024)**, which creates a unified regulatory framework for all organs of state. The Preferential Procurement Policy Framework Act (PPPFA), 2000, and Treasury Regulation section 16A Act.

1.3 Technical Legislation and/or Standards

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

5. BRIEFING SESSION

COMPULSORY BRIEFING SESSION

6. TIMELINE OF THE BID PROCESS

The validity period of this tender and the withdrawal of offers, after the closing date and time is **120** days. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on Government e-tender portal	22 May 2026
Compulsory Briefing Session	03 June 2026 at the address below: No.: 1 Quintin Brand Street Persequor Technopark Brummeria Pretoria East 0020
Questions relating to bid from bidder(s)	04 June 2026 to 12 June 2026

Bid closing date	22 June 2026 at 11:00 am
Notice to bidder(s)	CHE will endeavor to inform bidders of the progress until conclusion of the bid

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at CHE's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CHE to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CHE extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

7. CONTACT AND COMMUNICATION

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 by e-mail from the given details below by not later than 12 June 2026. A reply will be forwarded within three (3) 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

Procurement related inquiries	Ms. Dorah Motlhalifi	Telephone	012 349 3915
		E-mail	Motlhalifi.d@che.ac.za
Technical related inquiries	Mr. Katongo Kabwe	E-mail	kabwe.k@che.ac.za

8. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

9. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

10. FRONTING

1.4 Government supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

1.5 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CHE may have against the Bidder contractor concerned.

11. SUPPLIER DUE DILIGENCE

The CHE reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

12. SUBMISSION OF PROPOSALS

1.6 Bid documents must be placed in the tender box at the **CHE Reception Area, No.: 1 Quintin Brand Street, Persequor Technopark, Brummeria, Pretoria East, 0020** on or before the closing date and time.

1.7 Bid documents will only be considered if received by the CHE before the closing date and time.

1.8 The bidder(s) are required to submit one (1) original file 1: and one (1) USB with content of the original file by the Closing date 22 June 2026 at 11:00am. Each file and USB must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the USB must have the same information and be labelled and submitted in the following format:

FILE 1 (TECHNICAL FILE)	FILE 1 (PRICE & SPECIFIC GOALS)
Exhibit 1a <i>Pre-qualification documents</i> <i>Refers to Gate 0: Pre-qualification Criteria</i> <i>Table below (Mandatory Documents)</i>	Exhibit 1b Pricing Schedule
Exhibit 2 <ul style="list-style-type: none">• Technical Responses and Bidder Compliance Checklist for Technical Evaluation• Supporting documents for technical responses. <i>(Refer to - Gate 1: Technical Evaluation Criteria)</i>	
Exhibit 3 <ul style="list-style-type: none">• General Conditions of Contract (GCC)	
Exhibit 4 <ul style="list-style-type: none">• Company Profile• Any other supplementary information	

Bidders are requested to ***initial each page*** of the tender document on the down right-hand corner.

13. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of 36 (thirty-six) months.

14. TERMS OF REFERENCE

The successful bidder shall be required to perform the following duties:

- Draft a three (3) year internal audit rolling plan for approval by the Audit and Risk Committee.
- Compilation of plan indicating the scope of each audit in the internal audit plan.
- Prepare an Internal Audit Charter for recommendation to the Audit and Risk Committee.
- Preparation of reports to the Audit and Risk Committee detailing performance against the plan, to allow effective monitoring and intervention when necessary.
- Attending the Audit Risk and Risk Committee meetings.
- IT Audit, forensic audit, control self-assessment (CSA), and quality assurance reviews.
- Perform CHE risk assessment and quarterly and annual reviews and present the quarterly and annual risk progress reports to the Audit and Risk Committee.
- The internal audit projects will focus on all CHE functional areas/ Programmes/Subprogrammes.
- Perform ad-hoc tasks and other consulting work when necessary.

15. CHE REQUIREMENTS FOR BIDDERS

Service Providers are required to submit a detailed business proposal consisting of a technical and financial proposal.

15.1 The technical proposal should contain the following information:

15.1.1 Company Profile

The nature and location of the company, its history, and when it was registered.

- The company's core business, e.g., provision of internal audit services preferably in the Public Sector; and
- A minimum of three reference letters (less than 6 months old) from previous clients relevant to this tender.
- Declaration by the service provider if the company has ever been insolvent in the past 3 years.
- Be independent of the CHE and of the external audit activity.

15.1.2 Curriculum Vitae of project team, such a curriculum should include:

- Personal and Contact details.
- Tertiary and other qualifications.
- Type and duration of experience.

- Special skills relevant to the applicable project, and
- Reference of previous similar work undertaken.

15.1.3 Project team composition should be made by the following:

- Audit partner or director; must have a minimum of 5 years and be a registered and in good standing with The Institute of Internal Auditors South Africa (IIA SA) or registered and in good standing with South African Institute of Chartered Accountant (SAICA).
- Audit Manager must have a minimum of 5 years of experience.
- Audit Specialist must have a minimum of 3 years of experience.
- Audit Senior must have a minimum of 3 years of experience.
- Audit Junior must have a minimum of 6 months of experience.

4.1.4 Approach and Methodology

- The Bidder must submit a detailed proposed project plan in executing the internal audit project and work methodology must demonstrate the requirements of the CHE.
- Use of electronic relevant available internal audit software to perform audits (CAATs, ACL etc

15.2 Competence Requirement of Internal Audit

The service provider should meet the following competency requirements:

15.2.1 Be competent in the professional practice of internal auditing.

15.2.2 Proof of valid registration with professional bodies (CIA or CISA or SAICA)

15.2.3 Be knowledgeable in the best practice of the profession.

16. EVALUATION AND SELECTION CRITERIA

The CHE has set minimum standards (Gates) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Administrative	Mandatory	Technical Evaluation	Price and Specific Goals
Compliance	Criteria	Criteria	Evaluation
(Gate 0)	(Gate 1)	(Gate 2)	(Gate 3)
Bidders must comply with ALL administrative requirements will proceed to Gate 1	Bidders must submit all documents as outlined in mandatory (Table1) below.	Bidder(s) are required to achieve a minimum of 80 points out of 100 Points to proceed to Gate 3 (Price and Specific goals).	Bidder(s) will be evaluated out of 100 points. Gate 3 will only apply to bidder(s) who have met and exceeded the threshold of 80 points.

16.1.1 Pre-qualification Criteria

Without limiting the generality of the CHE's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for pre-qualification

1.1 Gate 0: Administrative Compliance (Administrative documents may be requested from qualifying/highest scoring bidders during evaluation where necessary and failure to submit within the stipulated time will result in a disqualification):

Administrative criteria will be applied at the initial stage of the evaluation. Bidders who do not meet all the administrative compliance criteria will still be considered for further evaluation and documents may be requested from qualifying or highest scoring bidder.

Administrative documents that must be submitted	These documents can be requested from the bidders/preferred bidder and must be submitted within specified time and failure to submit within the specified timeframe will result in a disqualification.	
Invitation to Bid - SBD 1	YES	Complete and sign the supplied pro forma document
Tax Status - SBD 1	YES	Vendor Number Proof of Registration on the Central Supplier Database
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document
Preference Point Claim Form –SBD 6.1	NO	Non-submission will lead to a zero
Registration for Central Supplier Database (CSD)	NO	The Bidder must be registered as a service provider on the 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. Submit proof of registration. Service Providers not registered with CSD after verification on the CSD system will be disqualified.
Bidders must provide proof of location/address.	YES	Company location (attach municipal statement or valid lease agreement or levies statement of the company).
CIPC Documents	YES	Proof of company registration documents ID copies of the shareholders and the 4 proposed team members
COIDA	YES	Valid proof COIDA certificate
Certificate of Authority for Joint Ventures/Joint Venture agreement		If the proposal is submitted as a Joint Venture (J/V), attach J/V agreement (Both J/V partners must meet the mandatory and administrative

requirements.

1.2 Gate 1- Mandatory Criteria

Only bidders who comply with the mandatory criteria requirements will be eligible for further evaluation. proposal that fails to meet the mandatory criteria requirements shall be disqualified.

NB:- Bidders who **fail to attend the compulsory briefing session will be disqualified** for further evaluation.

Mandatory Document that must be Submitted	Non-submission may result in disqualification	
Pricing Schedule	YES	The pricing schedule must be fully completed in line with the tender document requirements and format. Service Providers must submit full details of the pricing proposal. Incomplete pricing schedule will be disqualified.
Bidders must provide proof of -	YES	Declaration letter of independency
		Declaration of insolvency in the past 3 years.
		Partner or Director must be a register member of IIASA in good standing.
Proof of valid registration with professional bodies		CIA or CISA or SAICA

1.3 Gate 2: Technical Evaluation Criteria = 100 points

The selection criteria aim to assess the bidder's capability, reliability and ability to execute and maintain a bid and / or contract.

Only Bidders that have met the mandatory requirements above (Gate 1) will be evaluated in Gate 2 for functionality. Functionality will be evaluated as follows:

- i. Functional Evaluation – Bidders will be evaluated out of **100** points and are required to achieve minimum threshold of **80** points of **100** points.
- ii. The overall score must be equal or above **80** points to proceed to Gate 3 for Price and Specific Goals evaluations.

As part of due diligence, CHE may conduct a site visit at a client of the Bidder (reference) for validation of the services rendered or verification of reference letter/qualifications. The choice of due diligence and site inspection will be at CHE's sole discretion. CHE reserves the right to remove the points allocated per bidder where CHE receives none/negative feedback on verification. It is the responsibility of the bidder to ensure that contact details provided are valid and contactable.

The Bidder's information will be scored according to the following points system:

CRITERIA	SUB-CRITERIA	POINTS	Reference page in Proposal (Please insert page number, where possible)
<p><u>Bidder's relevant experience for the assignment:</u></p> <p>A minimum of three reference letters with valid contact details within the public sector in the last five years (NB:- Reference letters must be from 3 different institutions and must be less than 12 months old-older references will not be considered for point allocation).</p>	<p>The bidder must submit reference letters from organizations where similar services were provided.</p> <ul style="list-style-type: none"> • 3 valid Reference letters = 30 points • 2 valid reference letters = 20 points • 1 valid reference letter = 10 points 	30	
<p><u>Project Team Member</u> The bidder must attach the CV of the Project Team</p> <p>At least four (4) Curriculum Vitae of the project team showing relevant (finance, auditing or accounting)</p> <p>Degree of qualification (NQF 7) and years of experience.</p> <p>(NB: The experience in the CV must indicate at least</p>	<p>The Certified copies of the relevant qualifications must be attached and will be used for the points allocation as follows:</p> <ul style="list-style-type: none"> • Audit partner or Audit Manager (CIA or CISA or SAICA) – 5 or more years' experience and qualifications experience = 20 points • At least 1 Audit specialist – 3 years experience and qualification = 10 points • At least 1 Audit Senior – 3 years experience and qualifications = 10 points • At least 1 Audit Junior – 1 year experience and qualifications = 5 points • No CV or CV without certified qualifications submitted = 0 points 	45	

Quality of methodology: Methodology proposal must be attached for a bidder to score points.	Detailed project plan with timeframes for 12 months period and demonstrating understanding of the scope of work <ul style="list-style-type: none"> • Project plan covering all scope of work with timelines= 20 • Project plan covering all scope of work without timelines = 10 • No project plan submitted =0 	25	
Audit software (CAATS, ACL or equivalent etc.)	5 Points		
Total Points for Functionality			100
The Minimum requirement for functionality out of 100			80

NB: Failure to meet all requirements above, the bidder(s) will be disqualified.

1.4 Gate 3: Price and Specific goals (80+20) = 100 points

Only Bidders that have met the **80-point** threshold in Gate 2 will be evaluated in Gate 3 for price and Specific goals. Price and Specific goals will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022 as detail

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 specific goals prescribed and must be supported by proof/ documentation stated in the conditions of this tender. CSD ownership information or BBBEE certificate will be used to claim the below points. The allocation of points will be as follows:

Specific goals as stipulated under SBD 6,1		Price
Ownership by Black people (51%)	15	Pricing Proposal
Ownership By Black Women (51%)	5	
	20 Points	80 Points

NB: It is the responsibility of the service provider to submit proof of documentation required in terms of this Bid to claim points for specific goals.

DECLARATION BY BIDDER

I, the undersigned (_____) certify that:

- i. I have read and understood the conditions of this Bid.
- ii. I have supplied the required information and the information submitted as part of this Bid is true and correct.

Signature.....

Date

Capacity.....

17. PRICING PROPOSALS

Pricing Proposal must be submitted in separate sealed filed (File 2). The file must clearly mark "Pricing Proposals" and the in file there must be a consolidated pricing and detail price breakdown per the following categories:

- Prices must be fixed per year and inclusive of all chargeable items.
- The pricing proposal must be in line with the service required and as per the CHE pricing schedule.
- Bidders are required to indicate a ceiling (maximum) price per year based on the service required in line with institution`s requirement and inclusive of all applicable taxes for the project.

ANNEXURE B – PRICING TEMPLATE

COST BREAKDOWN

Service providers must provide detailed costing, which includes:

Positions	Rates per hour	Quantity	Year 1 Rates	Year 2 Rates	Year 3 Rates
Audit Partner or Manager		1			
Audit Specialist		1			
Audit Senior		1			
Audit Junior		1			
Disbursement (per km travelled)					
Total Estimate Audit fees per year	N/A	N/A			
SUB-TOTAL					
VAT (15%)					
GRAND TOTAL					

PRICING NOTES: *The pricing above is only for calculation purpose and rates will be utilised during implementation and where necessary capping might be applied on CHE's discretion.*

*The total contract **MUST** be all inclusive. This means, all direct and indirect related cost must be included in the annual fee. No additional cost will be considered post award of the bid. Note that failure to propose the fee will render the entire bid as non-responsive and will result in the bidder scoring zero out of 80 points achievable on the price criteria.*

18. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which CHE is prepared to enter into a contract with the successful Bidder(s).

The bidder submitting the General Conditions of Contract to the CHE together with its bid, duly signed by an authorised representative of the bidder.

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

19. CONTRACT PRICE ADJUSTMENT

There will be no contract adjustment for the duration of 3 years. The Service Provider must quote firm prices for each year as per the pricing schedule above.

20. SERVICE LEVEL AGREEMENT

4.2 Upon award, the CHE and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the CHE, in the format of the draft Service Level Indicators included in this tender pack.

4.3 The CHE reserves the right to vary the proposed draft Service Level Indicators during negotiations with a bidder by amending or adding thereto.

4.4 Bidder(s) are requested to:

- Comment on draft Service Level Indicators and where necessary, make proposals to the indicators.
- Explain each comment and/or amendment; and
- Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

4.5 The CHE reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CHE or pose a risk to the organization.

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 proprietors/directors/trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² Joint venture or Consortium means an association of people for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

**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).

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 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.

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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically disadvantaged Individual (HDI) (51% black Ownership)		15		
Women(51% black woman)		5		

4.10.1.1 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 because 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 favorable 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:

TERMS OF REFERENCE

Request for bids to appoint a service provider to provide internal audit services for the Council on Higher Education (CHE) for three (3) years.

1. INTRODUCTION

Internal audit objectives are as follows:

- To assist management in maintaining efficient and effective controls by evaluating those controls.
- To ensure that internal audit is conducted with the standard set by the institute of internal audit.
- To review the governance process and thus ensure consistency with CHE values, and improvement of the image of CHE.
- To assist the CHE in identifying and evaluating significant exposures to risk and contributing to improving risk management.

2. PURPOSE OF THE PROPOSAL

The purpose of this request is to invite potential qualified and experienced bidders to submit proposals to CHE for the purpose of rendering internal audit services for three (3) years.

3. SCOPE OF WORK

The successful bidder shall be required to perform the following duties:

- 3.1 Draft a three (3) year internal audit rolling plan for approval by the Audit and Risk Committee.
- 3.2 Compilation of plan indicating the scope of each audit in the internal audit plan.
- 3.3 Prepare an Internal Audit Charter for recommendation to the Audit and Risk Committee.
- 3.4 Preparation of reports to the Audit and Risk Committee detailing performance against the plan, to allow effective monitoring and intervention when necessary.
- 3.5 Attending the Audit Risk and Risk Committee meetings.
- 3.6 IT Audit, forensic audit, control self-assessment (CSA), and quality assurance reviews.
- 3.7 Perform CHE risk assessment and quarterly and annual reviews and present the quarterly and annual risk progress reports to the Audit and Risk Committee.
- 3.8 The internal audit projects will focus on all CHE functional areas/ Programmes/Subprogrammes.
- 3.9 Perform ad-hoc tasks and other consulting work when necessary.



The Council on Higher Education is the Quality Council for Higher Education in South Africa

Members: Revd. VF Memani-Sedile (Chairperson), Prof LLL Le Grange, Adv. N Memani, Dr N Lawton-Misra, Prof DP van der Nest, Dr TS Naidoo, Adv. MJ Majodina, Mr MN Muluvhahotho, Dr CB Zulu, Dr GR Son and Ms D Ionescu and Prof MH Kanyane

Ex-officio members: Mr S Govender (Department of Labour), Mr V Naidoo (CEO: QCTO), Dr T Lewin (Acting DDG: DHET), Dr MS Rakometsi (CEO: Umalusi), Ms N Starr (CEO: SAQA), Dr A Nkosi (DBE), Mr I Patel (DSI) and Dr WJ Green (CEO: CHE)

4. PROPOSAL REQUIREMENT

4.1 The proposal should at the minimum include the following:

4.1.1 Company Profile

The nature and location of the company, its history, and when it was registered.

- The company's core business, e.g., provision of internal audit services preferably in the Public Sector; and
- A minimum of three reference letters (less than 6 months old) from previous clients relevant to this tender.
- Declaration by the service provider if the company has ever been insolvent in the past 3 years.
- Be independent of the CHE and of the external audit activity.

4.1.2 Curriculum Vitae of project team, such a curriculum should include:

- Personal and Contact details.
- Tertiary and other qualifications.
- Type and duration of experience.
- Special skills relevant to the applicable project, and
- Reference of previous similar work undertaken.

4.1.3 Project team composition should be made by the following:

- Audit partner or director; must have a minimum of 5 years and be a registered and in good standing with The Institute of Internal Auditors South Africa (IIA SA) or registered and in good standing with South African Institute of Chartered Accountant (SAICA).
- Audit Manager must have a minimum of 5 years of experience.
- Audit Specialist must have a minimum of 3 years of experience.
- Audit Senior must have a minimum of 3 years of experience.
- Audit Junior must have a minimum of 6 months of experience.

4.1.4 Approach and Methodology

- The Bidder must submit a detailed proposed project plan in executing the internal audit project and work methodology must demonstrate the requirements of the CHE.
- Use of electronic relevant available internal audit software to perform audits (CAATs, ACL etc).



The Council on Higher Education is the Quality Council for Higher Education in South Africa

Members: Revd. VF Memani-Sedile (Chairperson), Prof LLL Le Grange, Adv. N Memani, Dr N Lawton-Misra, Prof DP van der Nest, Dr TS Naidoo, Adv. MJ Majodina, Mr MN Muluvhahotho, Dr CB Zulu, Dr GR Son and Ms D Ionescu and Prof MH Kanyane

Ex-officio members: Mr S Govender (Department of Labour), Mr V Naidoo (CEO: QCTO), Dr T Lewin (Acting DDG: DHET), Dr MS Rakometsi (CEO: Umalusi), Ms N Starr (CEO: SAQA), Dr A Nkosi (DBE), Mr I Patel (DSI) and Dr WJ Green (CEO: CHE)

5. COMPETENCE REQUIREMENT OF INTERNAL AUDIT FUNCTION

The service provider should meet the following competency requirement:

- 5.1 Be competent in the professional practice of internal auditing.
- 5.2 Proof of valid registration with professional bodies (CIA or CISA or SAICA)
- 5.3 Be knowledgeable in the best practice of the profession.

6. BID EVALUATION CRITERIA

6.1 Mandatory Requirements (non-submission will result in disqualification)

- 6.1.1 Partner or Director must be a register member of IIASA in good standing.
- 6.1.2 Proof of valid registration with professional bodies (CIA or CISA or SAICA)
- 6.1.3 Attach Declaration letter of independency
- 6.1.4 Attach Declaration of insolvency in the past 3 years.
- 6.1.5 CSD Registration number
- 6.1.6 Attendance of compulsory briefing session

6.2 Administrative requirements (documents can be requested and failure to submit after a request will result in a disqualification)

- 6.2.1 CSD Tax compliance status
- 6.2.2 Completion of SBD Forms
- 6.2.3 If the proposal is submitted as a Joint Venture (J/V), attach J/V agreement (Both J/V partners must meet the mandatory and administrative requirements.
- 6.2.4 Company Valid COIDA certificate
- 6.2.5 ID copies of the shareholders and the 4 proposed team members
- 6.2.6 Company proof of registration documents
- 6.2.7 Company location (attach municipal statement or valid lease agreement or levies statement of the company).

6.3 Functionality Requirements

Bids will be evaluated for functionality as follows:

Criterion	Points	Maximum points to be awarded
Functionality		
A minimum of three reference letters with valid contact details within the public sector in the last five years (Reference letters must be from 3 different institutions and must be less than 12 months old).		30
3 Valid Reference letters	30	
2 Valid Reference letters	20	
1 Valid Reference letter	10	
At least four (4) Curriculum Vitae of the project team showing relevant (finance, auditing or accounting) degree of qualification and years of experience. Certified copies of the relevant qualifications must be attached.		45
Audit partner or Audit Manager (CIA or CISA or SAICA) – 5 or more years’ experience and qualifications	20	
At least 1 Audit Specialist - 3 years’ experience and qualifications	10	
At least 1 Audit Senior- 3 years’ experience and qualifications	10	
At least 1 Audit Junior – 1 year experience and qualifications	5	
No CV or CV without certified qualifications submitted	0	
Methodology (Methodology proposal must be attached for a bidder to score points)		25
Detailed project plan with timeframes for 12 months period and demonstrating understanding of the scope of work -Project plan covering all scope of work with timelines= 20 - Project plan without timelines = 10 - No project plan submitted =0	20	
Audit software (CAATS, ACL etc)	5	
Total Points for Functionality		100
The Minimum requirement for functionality out of 100		80

The Council on Higher Education is the Quality Council for Higher Education in South Africa

Members: Revd. VF Memani-Sedile (Chairperson), Prof LLL Le Grange, Adv. N Memani, Dr N Lawton-Misra, Prof DP van der Nest, Dr TS Naidoo, Adv. MJ Majodina, Mr MN Muluvhahotho, Dr CB Zulu, Dr GR Son and Ms D Ionescu and Prof MH Kanyane
Ex-officio members: Mr S Govender (Department of Labour), Mr V Naidoo (CEO: QCTO), Dr T Lewin (Acting DDG: DHET), Dr MS Rakometsi (CEO: Umalusi), Ms N Starr (CEO: SAQA), Dr A Nkosi (DBE), Mr I Patel (DSI) and Dr WJ Green (CEO: CHE)

6.4 Preference Points System

The formula below will be used to calculate the preference points system:

This bid will be evaluated in terms of the **80/20** preference point system prescribed by the Preferential Procurement Regulations, 2022.

The allocation of points will be as follows:

Where **80 points** are for price and **20 points** are for specific goals as per the table below.

Ps = Points scored for the comparative price of a bid under consideration

Pt = Comparative price of the bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid

6.5 PRICING PROPOSALS

- Prices must be fixed per year and inclusive of all chargeable items.
- The pricing proposal must be in line with the service required and as per the CHE pricing schedule.
- Bidders are required to indicate a ceiling (maximum) price per year based on the service required in line with institution`s requirement and inclusive of all applicable taxes for the project.

Positions	Rates per hour	Quantity	Year 1 Rates	Year 2 Rates	Year 3 Rates
Audit Partner or Manager		1			
Audit Specialist		1			
Audit Senior		1			
Audit Junior		1			
Disbursement (per km travelled)					
Total Estimate Audit fees per year	N/A	N/A			
SUB-TOTAL					
VAT (15%)					
GRAND TOTAL					

PRICING NOTES: The pricing above is only for calculation purpose and rates will be utilised during implementation and where necessary capping might be applied on CHE`s discretion.

Depending on the bidder`s level of broad-based black empowerment contribution, a maximum of 20 points may be allocated to a bidder according to specific goals. The points scored by a bidder for specific goals will be added to the preference procurement points allocated for price.

The table below reflects the number of points to be allocated to a bidder for price and for specific goals (preferential points):



Members: Revd. VF Memani-Sedile (Chairperson), Prof LLL Le Grange, Adv. N Memani, Dr N Lawton-Misra, Prof DP van der Nest, Dr TS Naidoo, Adv. MJ Majodina, Mr MN Muluvhahotho, Dr CB Zulu, Dr GR Son and Ms D Ionescu and Prof MH Kanyane
Ex-officio members: Mr S Govender (Department of Labour), Mr V Naidoo (CEO: QCTO), Dr T Lewin (Acting DDG: DHET), Dr MS Rakometsi (CEO: Umalusi), Ms N Starr (CEO: SAQA), Dr A Nkosi (DBE), Mr I Patel (DSI) and Dr WJ Green (CEO: CHE)

Price	80
Specific goal:	
Black Ownership (51% and above black ownership)	15
Black Women Ownership (51% and above black women ownership)	5
Total	100 points