



**BID NO: RFP01/22**

**APPOINTMENT OF EXTERNAL PROFESSIONAL SERVICE PROVIDER (S) TO ASSIST IN CONDUCTING INTERNAL AUDIT SERVICES AS PER INTERNAL OPERATIONAL PLANS AT ITHALA DEVELOPMENT FINANCE CORPORATION FOR THE PERIOD OF THREE YEARS**

**CLOSING DATE:** 12 August 2022 at 11:00 am

**Issued by:**

Ithala Development Finance Corporation Limited  
29 Canal Quay Road (for GPS 29 Signal Road),  
Point Waterfront  
Durban

**Procurement Enquires:**

Supply Chain Management Unit  
Email: [tenders@ithala.co.za](mailto:tenders@ithala.co.za)  
Tel: 031 907 8911

**Name of Bidder:** .....

In terms of Regulation 4 of the Preferential Procurement Regulations of 2017, Ithala will be applying pre-qualification criteria to advance designated groups.

**(a) Only bidders with a B-BBEE Status of Level 1 Contributor are legible to submit a bid\***

Bidders are required to submit an original or certified B-BBEE certificate from a SANAS accredited verification agency or a Sworn Affidavit (as attested by the Commissioner of Oaths)

*For any complaints regarding our Supply Chain Management processes, please contact Customer Services at 031 907 8610 or email [complaints@ithala.co.za](mailto:complaints@ithala.co.za) alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23*

## INVITATION FOR BIDS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT,  
DURBAN (FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as ("Ithala"))

BID NUMBER: **RFP01/22**

CLOSING DATE:

TIME: **12 August 2022 11:00am**

DESCRIPTION: **APPOINTMENT OF EXTERNAL PROFESSIONAL SERVICE PROVIDER (S)  
TO ASSIST IN CONDUCTING INTERNAL AUDIT SERVICES AS PER  
INTERNAL OPERATIONAL PLANS AT ITHALA DEVELOPMENT FINANCE  
CORPORATION FOR A PERIOD OF THREE YEARS**

COMPULSORY  
BRIEFING:

Yes

☐

No

X

Bid Enquiries

In order to minimise interaction, all bid enquiries can be sent by email to  
[tenders@ithala.co.za](mailto:tenders@ithala.co.za)

**Please indicate the main service category that you are submitting a bid for:**

MAIN SERVICE CATEGORIES	SUB SERVICE CATEGORIES	Indicate Yes /No
1. Operational Audits	1.1. Risk Based Internal Audit Review	
	1.2. Risk Management and Governance Audits	
	1.3. Financial Audits	
	1.4. Consulting and Special Projects	
2. Investigations	2.1. Forensic Investigations	
3. Information Technology Audits (ITGC, ACR etc.)	3.1. Information Technology Audits	
4. Information Technology Audits (Information Security)	4.1. Information Technology Audits (Information Security)	
5. Information Technology Audits (CAATs, Data Analytics)	5.1. Information Technology Audits (CAATs, Data Analytics)	
6. Specialised Audits	6. Performance Audits	

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## C.1 BID NOTICE AND INVITATION TO BID

### APPOINTMENT OF EXTERNAL PROFESSIONAL SERVICE PROVIDER (S) TO ASSIST IN CONDUCTING INTERNAL AUDIT SERVICES AS PER INTERNAL OPERATIONAL PLANS AT ITHALA DEVELOPMENT FINANCE CORPORATION FOR A PERIOD OF THREE YEARS.

#### **The physical address for collection of bid documents is:**

The bid documents can be obtained online from the Ithala website ([www.ithala.co.za](http://www.ithala.co.za)) at no cost.

**Submission of Bids:** One original and one soft (USB) copy of the bid document must be submitted,

The bids shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of bids is **on 12 August 2022 @11h00**.

Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to [tenders@ithala.co.za](mailto:tenders@ithala.co.za).

Bids may only be submitted on the original tender documentation that is issued by Ithala written in black ink.

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

BID NUMBER:	RFP01/22	CLOSING DATE:	12 August 2022	CLOSING TIME:	11H00am
DESCRIPTION	APPOINTMENT OF EXTERNAL PROFESSIONAL SERVICE PROVIDER (S) TO ASSIST IN CONDUCTING INTERNAL AUDIT SERVICES AS PER INTERNAL OPERATIONAL PLANS AT ITHALA DEVELOPMENT FINANCE CORPORATION FOR A PERIOD OF THREE YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	031 907 8911		TELEPHONE NUMBER	031 907 8911	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
<b>SUPPLIER INFORMATION</b>					
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]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE</p> <p>2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.6 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 WHO ARE PERSONS IN THE SERVICE OF THE STATE."</p>

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

---

**All bidders must furnish the following particulars and include it in their submission (returnable documents)**

Name of bidder:

.....

Trading name

.....

Company registration number

-----  
-----

VAT registration number

.....

Workman's compensation number

-----  
--

Tax Clearance Certificate /CSD Report submitted

.....

Postal address:

.....

Street address:

.....

Telephone number:

Code

Number

-----

-----

Cellular number:

-----

Facsimile number:

Code

Number

-----

-----

e-Mail address:

.....

**In case of a consortium/joint venture, full details on consortium/joint venture members:**

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

**Name of contracting entity in case of a consortium/joint venture**

Entity name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

**Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid**

Name and Surname \_\_\_\_\_

Telephone number:      Code      Number \_\_\_\_\_

Cellular number: \_\_\_\_\_

Facsimile number:      Code      Number \_\_\_\_\_

e-Mail address: \_\_\_\_\_

**Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available**

Name and Surname \_\_\_\_\_

Telephone number:      Code      Number \_\_\_\_\_

Cellular number: \_\_\_\_\_

Facsimile number:      Code      Number \_\_\_\_\_



=====

## Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES  
/NO

## Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder: YES / NO

**SIGNATURE: .....**of person authorised to sign the bid)

## **C.2 INTRODUCTION**

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “To be the catalyst for growth, economic development and empowerment” and our MISSION is “To drive economic development and empowerment whilst remaining financially sustainable”.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinarily resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our two operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

We strive for continuous improvement in our critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that you maintain the current business; you will be positioning yourself for future business within Ithala.

### **PROCUREMENT PHILOSOPHY**

It is the policy of Ithala, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within Ithala.

### C.3 CONDITIONS OF BID AND CONTRACT

Conditions		Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1.</b>	<b>GUIDELINE ON COMPLETION</b>				
1.1	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, Ithala will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid.				
<b>2.</b>	<b>CONTRACT AGREEMENT</b>				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
<b>3.</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
3.2	Bidders will be evaluated on each main service category.				
<b>4.</b>	<b>CONFIDENTIALITY</b>				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding Ithala or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to Ithala. The successful bidders may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in Ithala and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, prior written permission must be obtained from Ithala.				
5.4	Ithala shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP Ithala shall be entitled to freely cede and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to Ithala.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the service level agreement to be entered into with service provider.				

8	WARRANTIES	Yes	No	Noted	If no, indicate deviation
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
9.	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	<b>SUBMITTING BIDS</b>				
10.1	Supply Chain Management (SCM)				
10.2	<b>An original and soft (usb) copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road Point Waterfront, Durban And inserted into the Bid box Closing date: 12 August 2022 at 11h00am</b>				
11	<b>LATE BIDS</b>				
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	<b>BID CLARIFICATIONS</b>				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by email). Please make reference to Bid Notice and Invitation to Tender page of this bid pack for contact				

	details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only				
<b>13.</b>	<b>FORMAT OF BIDS</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
<b>14.1</b>	<b>PART 1: INVITATION TO BID (FORM C1)</b>				
<b>14.2</b>	<b>PART 2: RFP SUMMARY AND DETAILS (FORM C5 &amp; C16)</b>				
<b>14.3</b>	<b>PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C3)</b>				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
<b>14.4</b>	<b>PART 4: SARS TAX CLEARANCE CERTIFICATE (FORM C10)</b>				
	The bidder must be compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member <b>and/or sub-contractor</b> (individual) <b>must</b> be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
<b>14.5</b>	<b><u>PART 5: (FORM C4, C11)</u></b> Certificate of Authority to Sign a Bid Bidder's Disclosure				
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.5.2	Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS) or Sworn Affidavit (as attested by the Commissioner of Oaths.				
14.5.3	For a consortium or joint venture: A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a <b>legal entity</b> , provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an <b>unincorporated entity</b> , provided that the entity submits their consolidated B-BBEE scorecard as if they were a				

	group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid				
<b>14.6</b>	<b>PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT (FORM C4)</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
14.6.1	A copy of the joint venture/consortium agreement must be included.				
<b>14.7</b>	<b>PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL (FORM C9)</b>				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by Ithala.				
14.7.3	The proposal of the bidders should be detailed to the bidders understanding of the scope of work and outline the proposed methodology approach and plan.				
<b>14.8</b>	<b>PART 8: DEVIATIONS FROM REQUEST FOR BID (FORM C15)</b>				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form <b>C15</b>				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
<b>14.9</b>	<b>PART 9: PRICING SCHEDULE (FORM C8)</b>				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
<b>14.10</b>	<b>PART 10: PROCUREMENT TIMELINES (FORM C6)</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>

14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
<b>14.11</b>	<b>PART 11: ANNEXURES</b>				
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
<b>14.12</b>	<b>VAT</b>				
14.12.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	Ithala reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R1m for 12 consecutive months as the VAT Act requires. Kindly ensure the percentage/amount for VAT is included in your bid pricing at the bidding stage should you not be registered for VAT and your bid price equals to or exceeds R1m for 12 consecutive months				
<b>15</b>	<b>NEGOTIATION</b>				
15.1	Ithala has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
15.2	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to highest ranking bidder in terms of PPPFA.				
15.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
<b>16</b>	<b>DOMICILIUM</b>				
16.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	Ithala Development Finance Corporation Limited Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
<b>17</b>	<b>COST OF BID PREPARATION</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>



17.1	Bidders shall prepare and submit a bid at their own expense.				
<b>18.</b>	<b>SITE INSPECTIONS</b>				
18.1	Ithala reserves the right to do site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently				
<b>19</b>	<b>BID VALIDITY PERIOD</b>				
19.1	Bid will be valid for a period of 90 days				
19.2	Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
19.3	If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.				
<b>20</b>	<b>ISSUE ADDENDA</b>				
20.1	If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
20.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
20.3	Acknowledge receipt of addenda to the tender documents, which the employer may issue.				
<b>21</b>	<b>SUBMITTING OF FRAUDULENT DOCUMENTS</b>				
21.1	Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
21.2	Ithala will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				

#### C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

##### i. CERTIFICATE FOR COMPANY

I, ....., chairperson of the Board of Directors of ....., hereby confirm that by resolution of the Board (copy attached) taken on ..... 20....., Mr/Ms ....., acting in the capacity of ....., was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

**Chairman:** .....

**As Witnesses:** .....

**Date:** .....

##### ii. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms.....

acting in the capacity of

....., to sign all documents in connection with the tender for

Contract No: ..... and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE


**Note:** This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

**iii. CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as, .....  
..... hereby authorize Mr/Ms. ....  
acting in the capacity of ....., to sign all documents in  
connection with the tender for Contract No ..... and any contract resulting from it  
on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note:** This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv.      **CERTIFICATE FOR SOLE PROPRIETOR**

I, ....., hereby confirm that I am the sole owner of the  
  
business trading as.....

**Signature** of Sole Proprietor: .....

As Witnesses:

- 1.....
- 2.....

Date: .....

v. **CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

**NAME OF JV ORGANIZATION**.....

**ADDRESS:** .....

.....

.....

**DULY AUTHORISED SIGNATORY NAME** .....

**DESIGNATION:** .....

**SIGNATURE** .....

**DATE:**.....

C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING SESSION

This is to certify that (Company Name)  
.....  
of ..... (address)  
.....  
..... was represented by the  
person(s) named below at the compulsory meeting held for all bidders at: -

Date	Time	Site
N/A	N/A	N/A

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the requirements and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Bidder’s representative attending the meeting:

Name: ..... Signature: .....  
  
Capacity: .....

Confirmed by the Ithala’s representative:

Name: ..... Signature: .....  
  
Capacity: .....

## C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	25 July 2022	09:00
Written questions of clarification – closing date	03 August 2022	16:00
Written response to all clarifications	05 August 2022	16:00
Service Provider Proposals Due	12 August 2022	11:00
Completion of Bid Evaluations	16 September 2022*	16:00
Anticipated letter of Award	14 October 2022*	16:00
Commencement Date	16 November 2022*	09:00

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**\*Indicative dates**

## C.7 TERMS OF REFERENCE

### 1. BACKGROUND

#### 1.1 The Ithala Group Internal Audit Services (GIAS) -

- is an independent function within Ithala Development Finance Corporation Limited (IDFC) that provides independent, objective, assurance and consulting services designed to add value and improve business operations. It assists management to accomplish their objectives by applying a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- conforms with the requirements of the Standards for the Professional Practice of Internal Auditing (SPPIA) as laid down by the Institute of Internal Auditors (IIA), endorsed by the King Committee on Corporate Governance and legislated by the Public Finance Management Act 1, 1999.

#### 1.2 The GIAS's functions include the following:

MAIN SERVICE CATEGORIES	SUB SERVICE CATEGORIES	TYPE <small>*Dependent on the scope of the assignment</small>
1. Operational Audits	1.1. Risk Based Internal Audit Review	Normal/ Specialised
	1.2. Risk Management and Governance Audits	Normal/ Specialised
	1.3. Financial Audits	Normal/ Specialised
	1.4. Consulting	Normal/ Specialised
2. Investigations	2.1. Investigations	Normal/ Specialised
3. Information Technology Audits (ITGC, ACR etc.)	3.1. Information Technology Audits	Normal/ Specialised
4. Information Technology Audits (Information Security)	4.1. Information Technology Audits (Information Security)	Normal/ Specialised
5. Information Technology Audits (CAATs, Data Analytics)	5.1. Information Technology Audits (CAATs, Data Analytics)	Normal/ Specialised
6. Specialised Audits	6.1 Performance Audits	Normal/ Specialised

### 2. OBJECTIVES

#### 2.1 The main objective of the GIAS is therefore to add value to IDFC through:

- Enhanced internal audit, risk management and forensic investigation services; and
- Value added internal audit consulting services.

These objectives may be achieved if the required complementary resources are accessible, particularly with regards to various specialized skills as depicted in the scope below.



### 3. SCOPE OF WORK

3.1 The following types of skills may be required by the IDFC Group Internal Audit Services on an “as and when needed basis” for a period of three years.

Main Category of IA Services	Sub - Category of IA Services	Description of Services required
<b>1. Operational Audits</b>	Risk Based Internal Audit Reviews	Conduct risk based and other regulatory audits in accordance to the IIASA standards and principles.
	Risk Management and Governance Audits	<ul style="list-style-type: none"> <li>• Risk management reviews in line with COSO and ISO 31000 standards;</li> <li>• Detailed reviews of Business Continuity Management</li> <li>• King Code, PFMA and other governance compliance reviews;</li> <li>• Compliance with IDFC primary legislation reviews.</li> </ul>
	Financial Audits	<ul style="list-style-type: none"> <li>• IFRS Financial statement reviews, review of internal financial controls.</li> </ul>
	Consulting and Special Projects	<p>Assist with the review of governance practices/ frameworks, including business continuity plans, occupational health and safety (OHS) risk assessments and any other governance related activities deemed necessary in terms of support to IDFC.</p> <ul style="list-style-type: none"> <li>• Assist with implementation of Control Self-Assessment within the organisation.</li> </ul>
<b>2. Investigations</b>	Investigations	Conduct forensic investigations on any organisational processes and/or expertise required.
<b>3. Information Technology Audits (ITGC, ACR etc.)</b>	Information Technology Audits	<p>Conduct:</p> <ul style="list-style-type: none"> <li>• Information Technology General Controls audits,</li> <li>• Application Control Reviews,</li> <li>• Detailed reviews of Disaster Recovery Plans</li> <li>• IT Governance Reviews</li> <li>• Information Management Reviews</li> </ul>

Main Category of IA Services	Sub - Category of IA Services	Description of Services required
		<ul style="list-style-type: none"> <li>Detailed reviews and testing of Change Management Procedures</li> <li>Pre and post implementation reviews</li> <li>Detailed reviews and testing of Program Development and Projects</li> </ul>
<b>4. Information Technology Audits (Information Security)</b>	Information Technology Audits (Information Security)	<ul style="list-style-type: none"> <li>IT Security reviews and Vulnerability assessments</li> <li>Computer imaging</li> </ul>
<b>5. Information Technology Audits (CAATs, Data Analytics)</b>	Information Technology Audits (CAATs, Data Analytics)	<ul style="list-style-type: none"> <li>CAATs, Data Analytics</li> <li>Script writing</li> </ul>
<b>6. Specialised Audits</b>	Performance Audits	Conduct performance audits.

### 3.2 Transfer of skills

The plan for the transfer of specialized skills should be included and the outcome of the plan will be reviewed at the end of each project. The service provider needs to include topical, value-adding areas where skills may be lacking in the profession and detail what specializations they can offer to enhance GIAS services to IDFC.

## 4. DELIVERABLES

The output requirement is to provide the IDFC Group Internal Audit Services with the necessary assistance in the form of audit file, training workshops and sessions.

## **5. COMPETENCY/EXPERTISE REQUIRED**

- Knowledge and expertise in the application of the best practice audit methodologies suitable for the public entities.
- Thorough knowledge and understanding of IFRS Annual Financial Statement requirements.
- Competency of specialist internal audit teams in performing various audits.
- Ability to transfer skills and expertise to IDFC Internal Auditors.
- Service providers shall provide only personnel with the required competency and skills necessary to complete the task assigned.
- Experience and expertise to undertake multi-faceted forensic audits.
- Practical knowledge and technical skills on PFMA, and other relevant public sector practices.

## **6. COMMUNICATION AND REPORTING**

- The successful bidder(s) will report to the Chief Audit Executive (CAE) and/or her delegated representatives in relation to various assignments, according to agreed terms as would be documented on the subsequent service level agreements or contracts.
- Particular projects will be initiated by means of written instructions to the successful bidders on random basis, backed by verbal briefings where necessary.

## **7. DETAILS OF SERVICE PROVIDER'S PROPOSAL**

Prospective service providers must provide information in the under-mentioned sequence and in not more than 10 (ten) pages (excluding CVs):

- Company/Individual profile.
- Approach and methodologies to be applied in various projects/service lines (refer to scope).
- Skills Transfer Plan
- Similar assignments undertaken, contactable positive references, nature of assignment, duration and project value
- CVs of various specialists as depicted on the scope above

## **8. CONDITIONS**

Proposals may be submitted for any or all of the categories indicated in the scope above. Responses should, however, clearly indicate which category / categories the bidder is responding to and include the following:

- 8.1 A response to each of the elements in the evaluation matrix of not more than ten (10) pages per element including annexure(s), if any.
- 8.2 Where an entity forms a joint venture or a consortium with (an) other entities(y), the parties to this agreement must express in the bid proposal what aspect of the scope of work each party would be adding value to and what percentage each party will receive in terms of the proceeds flowing from any assignment.
- 8.3 The successful bidder(s) will enter into a contractual agreement(s) with IDFC confirming the appointment of service providers. Standard IDFC SLA to be signed.

- 8.4 Proposals should also clearly indicate how bidders intend to transfer skills to IDFC Group Internal Audit staff.
- 8.5 IDFC GIAS will stipulate the rates to be paid per level in terms of experience and expertise. The bidder is required to specifically indicate its acceptance of this condition. Fees will be in line with IDFC rates for internal audit services.**
- 8.6 The bidder's staff compliment **must** address the demographics of the country in line with government policies and must provide evidence that it is complying with transformation in terms of Broad-Based Black Economic Empowerment (B-BBEE).
- 8.7 Candidates submitted during the bidding stage may only be replaced with candidates of a similar level of competence should there be a reason to change.
- 8.8 Payment will only be made upon approved deliverables. The bidder should note that no payment will be made should IDFC not be satisfied with the standard of deliverables.

C.8 PROPOSED FEES

Pricing Schedule Final Summary

NAME OF BIDDER:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID DESCRIPTION: APPOINTMENT OF EXTERNAL PROFESSIONAL SERVICE PROVIDER (S) TO ASSIST IN CONDUCTING INTERNAL AUDIT SERVICES AS PER INTERNAL OPERATIONAL PLANS AT ITHALA DEVELOPMENT FINANCE CORPORATION.

Fee Rates

All charges payable to the bidder shall be structured in accordance with the below rates (which include Fees and Disbursement and excludes VAT) unless there is an agreed fixed sum of fees payable for the assignment.

Charges (excluding VAT) for the resources from the Bidder:

	Normal (rate per hour)	Specialised Skills (rate per hour)
Director / Partner	R1,860.00	R2,100.00
Project Manager / Associate Director	R1,300.00	R1,600.00
Senior Consultant > 5 years' experience	R955.00	R1,125.00
Consultant 3- 5 years' experience	R480.00	-

The rates will escalate annually at 3.5%.

These charges are comprehensive and no further claims for disbursement or any other charge will be entertained.

The resources required will be dependent on the scope of the assignment, the evaluation will be based on the key resources.

Acceptance of the above fees, Tenderers signature.....

## C.9 EVALUATION PROCESS & CRITERIA

This phase consists of Mandatory administrative compliance evaluation of all proposals.

		Compliance			
		Yes	No	Noted	If no, indicate deviation
<b>1.</b>	<b>STAGE ONE: PRE-QUALIFICATION CRITERIA</b>				
<b>1.1</b>	<p>In terms of Regulation 4 of the Preferential Procurement Regulations of 2017, Ithala will be applying pre-qualification criteria to advance designated groups.</p> <p><b>(b) Only bidders with a B-BBEE Status of Level 1 Contributor are legible to submit a bid*</b></p> <p>Bidders are required to submit an originally certified B-BBEE certificate from a SANAS accredited verification agency or a Sworn Affidavit (as attested by the Commissioner of Oaths.</p>				
	<b>EVALUATION PROCESS</b>				
<b>1.2</b>	<b><u>STAGE TWO: ADMINISTRATION COMPLIANCE</u></b>				
<b>1.2.1</b>	<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with material deviations from the requirements/conditions may be eliminated from further adjudication.</p> <p><b>Mandatory</b></p> <p>Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable):</p> <ul style="list-style-type: none"> <li>The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017;</li> <li>The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid;</li> <li>SBD4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB</li> </ul>				

		Compliance			
		Yes	No	Noted	If no, indicate deviation
	Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.				
<b>1.3</b>	<b>STAGE THREE: FUNCTIONALITY REQUIREMENTS</b>				
1.3.1	Responsive bids will be evaluated according to the criteria indicated in C.9. Bidders who meet all the requirements for stages one, two and three, have accepted the Ithala rates will be considered for appointment onto the panel for a period of three (3) years.				
<b>1.4</b>	<b>ADJUDICATION OF BID</b>				
1.4.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
1.4.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to <b>retract</b> this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
1.4.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
<b>1.5</b>	<b>Awarding of contract</b>				
1.5.1	Ithala reserves the right to award this bid in full or part				
1.5.2	The award will be based on applicable rates over the contract period				

STAGE 2 – FUNCTIONALITY EVALUATION

PROJECT MANAGER (MAXIMUM WEIGHT IS 40)

Measure tool:

- Qualifications
- Bidder’s resource as indicated on page 45.
- Bidder should submit one CV for each main service category.
- Bidder will be evaluated on each main service category.

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
1	<b>Operational Audits:</b> <ul style="list-style-type: none"><li>• Risk Based Internal Audit Review</li><li>• Risk Management and Governance Audits</li><li>• Financial Audit</li><li>• Consulting and Special Projects</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Post Graduate Degree Internal auditing/ accounting = 10 points</li><li>• Internal Auditing/ Auditing/ Accounting B Degree (NQF level 6 or 7) = 6 points</li><li>• No relevant auditing / accounting qualification = 0 points</li></ul>	<b>Experience:</b> <ul style="list-style-type: none"><li>• Over 8 years as an audit project leader (public sector experience) = 10 points</li><li>• 5 – 8 years as an audit project leader (public sector experience) = 6 points</li><li>• Less than 5 years as an audit project leader (public sector experience) = 0 points</li></ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"><li>• CIA/ CA(SA) equivalent = 10 points</li><li>• No valid certification/ designation = 0 points</li></ul>	<b>Confirmable Membership / Affiliation with IIA(SA)/ SAICA/ IRMSA</b> <ul style="list-style-type: none"><li>• Project leader has active/ valid membership = 10 points</li><li>• Project leader does not have active/ valid membership = 0 points</li></ul>	40	
2	<b>Investigations</b>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Post Graduate Degree Forensic Investigations/ LLB degree = 10 points</li></ul>	<b>Experience:</b> <ul style="list-style-type: none"><li>• Over 8 years as an audit/ forensic project leader (public sector experience) = 10 points</li></ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"><li>• CFE or equivalent = 10 points</li></ul>	<b>Confirmable Membership / Affiliation with ACFE/ ICFP</b> <ul style="list-style-type: none"><li>• Project leader has active/ valid membership = 10 points</li></ul>	40	



NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		<ul style="list-style-type: none"> <li>Forensic Investigations Degree/ Law degree (NQF level 6 or 7) = 6 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<ul style="list-style-type: none"> <li>5 – 8 years as an audit/ forensic project leader (public sector experience) = 6 points</li> <li>Less than 5 years as an audit/ forensic project leader (public sector experience) = 0 points</li> </ul>	<ul style="list-style-type: none"> <li>No valid certification/ designation = 0 points</li> </ul>	<ul style="list-style-type: none"> <li>Project leader does not have active/ valid membership = 0</li> </ul>		
3	<b>Information Technology:</b> Information Technology Audits (CAATs, Data Analytics)	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 10 points</li> <li>Information Technology degree (NQF level 6 or 7) = 6 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>Over 8 years as an audit/ IT project leader (public sector experience) = 10 points</li> <li>5 – 8 years as an audit / IT project leader (public sector experience) = 6 points</li> <li>Less than 5 years as an audit/ IT project leader (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CISA or equivalent = 10 points</li> <li>No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b> <ul style="list-style-type: none"> <li>Project leader has active/ valid membership = 10 points</li> <li>Project leader does not have active/ valid membership = 0</li> </ul>	40	
4	<b>Information Technology:</b> Information Technology Audits (Information Security)	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 10 points</li> <li>Information</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>Over 8 years as an audit/ IT project leader (public sector experience) = 10 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CISA or equivalent = 10 points</li> <li>No valid</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b> <ul style="list-style-type: none"> <li>Project leader has active/ valid membership = 10</li> </ul>	40	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		<p>Technology degree (NQF level 6 or 7) = 6 points</p> <ul style="list-style-type: none"> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<ul style="list-style-type: none"> <li>5 – 8 years as an audit/ IT project leader (public sector experience) = 6 points</li> <li>Less than 5 years as an audit/ IT project leader (public sector experience) = 0 points</li> </ul>	<p>certification/ designation = 0 points</p>	<p>points</p> <ul style="list-style-type: none"> <li>Project leader does not have active/ valid membership = 0 points</li> </ul>		
5	<b>Information Technology:</b> Information Technology Audits (ITGC, ACR etc)	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 10 points</li> <li>Information Technology degree (NQF level 6 or 7) = 6 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Over 8 years as an audit/ IT project leader (public sector experience) = 10 points</li> <li>5 – 8 years as an audit/ IT project leader (public sector experience) = 6 points</li> <li>Less than 5 years as an audit/ IT project leader (public sector experience) = 0 points</li> </ul>	<p><b>Certification/ Designation</b></p> <ul style="list-style-type: none"> <li>CISA or equivalent = 10 points</li> <li>No valid certification/ designation = 0 points</li> </ul>	<p><b>Confirmable Membership / Affiliation with ISACA</b></p> <ul style="list-style-type: none"> <li>Project leader has active/ valid membership = 10 points</li> <li>Project leader does not have active/ valid membership = 0 points</li> </ul>	40	
6	<b>Specialised Audit:</b> Performance Audits	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Post Graduate Degree Internal auditing/ auditing/ accounting = 10 points</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Over 8 years as a performance audit project leader (public sector experience) = 10 points</li> </ul>	<p><b>Certification/ Designation</b></p> <ul style="list-style-type: none"> <li>CIA/ CA(SA) equivalent = 10 points</li> <li>No valid</li> </ul>	<p><b>Confirmable Membership / Affiliation with IIA(SA)/ SAICA/ IRMSA</b></p> <ul style="list-style-type: none"> <li>Project leader has</li> </ul>	40	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		<ul style="list-style-type: none"> <li>Internal Auditing/ Auditing/ Accounting B Degree (NQF level 6 or 7) = 6 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<ul style="list-style-type: none"> <li>5 – 8 years as an performance audit project leader (public sector experience) = 6 points</li> <li>Less than 5 years as an performance audit project leader (public sector experience) = 0 points</li> </ul>	certification/ designation = 0 points	active/ valid membership = 10 <ul style="list-style-type: none"> <li>Project leader does not have active/ valid membership = 0</li> </ul>		

## SENIOR CONSULTANT (MAXIMUM WEIGHT IS 20)

Measure tool:

- Qualifications
- Bidder's Resource as indicated on page 47.
- Bidder should submit 1 CV each sub-service category.
- Bidder will be evaluated on each sub-service category.

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
1	<b>Operational Audits:</b> <ul style="list-style-type: none"> <li>• Risk Based Internal Audit Review</li> <li>• Risk Management and Governance Audits</li> <li>• Financial Audit</li> <li>• Consulting and Special Projects</li> </ul>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Post Graduate Degree Internal auditing/ auditing/ accounting = 5 points</li> <li>• Internal Auditing/ Auditing/ Accounting B Degree (NQF level 6 or 7) = 3 points</li> <li>• No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• 5 years and above for the main category of service (public sector experience) = 5 points</li> <li>• Less than 5 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>• CIA/ CA(SA) equivalent = 5 points</li> <li>• No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with IIA(SA), SAICA, IRMSA</b> <ul style="list-style-type: none"> <li>• Senior Consultant has active/ valid membership = 5 points</li> <li>• Senior Consultant does not have active/ valid membership = 0</li> </ul>	20	
2	<b>Investigations</b>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Post Graduate Degree Forensic Investigations/ LLB degree = 5 points</li> <li>• Forensic Investigations Degree/ Law</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• 5 years and above for the main category of service (public sector experience) = 5 points</li> <li>• Less than 5 years for the main category of</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>• CFE or equivalent = 5 points</li> <li>• No valid certification/ designation =</li> </ul>	<b>Confirmable Membership / Affiliation with ACFE/ ICFP</b> <ul style="list-style-type: none"> <li>• Senior Consultant has active/ valid membership = 5 points</li> </ul>	20	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		degree (NQF level 6 or 7) = 3 points <ul style="list-style-type: none"> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	service of service (public sector experience) = 0 points	0 points	<ul style="list-style-type: none"> <li>Senior Consultant does not have active/ valid membership = 0</li> </ul>		
3	<b>Information Technology:</b> Information Technology Audits (CAATs, Data Analytics)	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 5 points</li> <li>Information Technology degree (NQF level 6 or 7) = 3 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>5 years and above for the main category of service (public sector experience) = 5 points</li> <li>Less than 5 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CISA or equivalent = 5 points</li> <li>No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b> <ul style="list-style-type: none"> <li>Senior Consultant has active/ valid membership = 5 points</li> <li>Senior Consultant does not have active/ valid membership = 0</li> </ul>	20	
4	<b>Information Technology:</b> Information Technology Audits (Information Security)	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 5 points</li> <li>Information Technology degree (NQF level 6 or 7) = 3 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>5 years and above for the main category of service (public sector experience) = 5 points</li> <li>Less than 5 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CISA or equivalent = 5 points</li> <li>No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b> <ul style="list-style-type: none"> <li>Senior Consultant has active/ valid membership = 5 points</li> <li>Senior Consultant does not have active/ valid membership = 0</li> </ul>	20	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		<ul style="list-style-type: none"> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	points		membership = 0		
5	<b>Information Technology:</b> Information Technology Audits (ITGC, ACR etc)	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Information Technology = 5 points</li> <li>Information Technology degree (NQF level 6 or 7) = 3 points</li> <li>No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>5 years and above for the main category of service (public sector experience) = 5 points</li> <li>Less than 5 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CISA or equivalent = 5 points</li> <li>No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b> <ul style="list-style-type: none"> <li>Senior Consultant has active/ valid membership = 5 points</li> <li>Senior Consultant does not have active/ valid membership = 0</li> </ul>	20	
6	<b>Specialised Audit:</b> Performance Audits	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Post Graduate Degree Internal auditing/ auditing/ accounting = 5 points</li> <li>Internal Auditing/ Auditing/ Accounting B Degree (NQF level 6 or 7) = 3 points</li> <li>No relevant</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>5 years and above for the main category of service (public sector experience) = 5 points</li> <li>Less than 5 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Certification/ Designation</b> <ul style="list-style-type: none"> <li>CIA/ CA(SA) equivalent = 5</li> <li>No valid certification/ designation = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with IIA(SA), SAICA, IRMSA</b> <ul style="list-style-type: none"> <li>Senior Consultant has active/ valid membership = 5</li> <li>Senior Consultant does not have active/ valid membership = 0</li> </ul>	20	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Certification/ Designation	Membership / Affiliation	Weight	Score
		auditing / accounting qualification = 0 points					

## CONSULTANT (MAXIMUM WEIGHT IS 20)

Measure tool:

- Qualifications
- Bidder's Resource as indicated on page 49.
- Bidder should submit 1 CV each sub-service category.
- Bidder will be evaluated on each sub-service category.

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Membership / Affiliation	Weight	Score
1.1	<b>Operational Audits:</b> <ul style="list-style-type: none"> <li>• Risk Based Internal Audit Review</li> <li>• Risk Management and Governance Audits</li> <li>• Financial Audit</li> <li>• Consulting and Special Projects</li> </ul>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Internal Auditing/ Auditing/ Accounting B Degree/ (NQF level 6 or 7) = 5 points</li> <li>• No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• 3 years and above for the main category of service (public sector experience) = 10 points</li> <li>• Less than 3 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with IIA(SA), SAICA, IRMSA</b> <ul style="list-style-type: none"> <li>• Consultant has active/ valid membership = 5 points</li> <li>• Consultant does not have active/ valid membership = 0</li> </ul>	20	
2	<b>Investigations</b>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Forensic Investigations Degree/ Law degree (NQF level 6 or 7) = 5 points</li> <li>• No relevant auditing / accounting qualification = 0 points</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• 3 years and above for the main category of service (public sector experience) = 10 points</li> <li>• Less than 3 years for the main category of service (public sector experience) = 0 points</li> </ul>	<b>Confirmable Membership / Affiliation with ACFE/ ICFP</b> <ul style="list-style-type: none"> <li>• Consultant has active/ valid membership = 5 points</li> <li>• Consultant does not have active/ valid membership = 0</li> </ul>	20	
3	<b>Information Technology:</b>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Information</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• 3 years and above for the</li> </ul>	<b>Confirmable Membership / Affiliation with ISACA</b>	20	



NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Membership / Affiliation	Weight	Score
	Information Technology Audits (CAATs, Data Analytics)	Technology degree (NQF level 6 or 7) = 5 points • No relevant auditing / accounting qualification = 0 points	main category of service (public sector experience) = 10 points • Less than 3 years for the main category of service (public sector experience) = 0 points	• Consultant has active/ valid membership = 5 points • Consultant does not have active/ valid membership = 0		
4	<b>Information Technology:</b> Information Technology Audits (Information Security)	<b>Qualifications:</b> • Information Technology degree (NQF level 6 or 7) = 5 points • No relevant auditing / accounting qualification = 0 points	<b>Experience:</b> • 3 years and above for the main category of service (public sector experience) = 10 points • Less than 3 years for the main category of service (public sector experience) = 0 points	<b>Confirmable Membership / Affiliation with ISACA</b> • Consultant has active/ valid membership = 5 • Consultant does not have active/ valid membership = 0	20	
5	<b>Information Technology:</b> Information Technology Audits (ITGC, ACR etc)	<b>Qualifications:</b> • Information Technology degree (NQF level 6 or 7) = 5 points • No relevant auditing / accounting qualification = 0 points	<b>Experience:</b> • 3 years and above for the main category of service (public sector experience) = 10 points • Less than 3 years for the main category of service (public sector experience) = 0 points	<b>Confirmable Membership / Affiliation with ISACA</b> • Consultant has active/ valid membership = 5 • Consultant does not have active/ valid membership = 0	20	
6	<b>Specialised Audit:</b> Performance Audits	<b>Qualifications:</b> • Internal Auditing/ Auditing/ Accounting B Degree (NQF level 6	<b>Experience:</b> • 3 years and above for the main category of service (public sector experience) = 10 points	<b>Confirmable Membership / Affiliation with IIA(SA), SAICA, IRMSA</b> • Consultant has active/ valid membership = 5 points	20	

NO	MAIN SERVICE CATEGORIES	Qualifications	Experience	Membership / Affiliation	Weight	Score
		<p>or 7) = 5 points</p> <ul style="list-style-type: none"><li>• No relevant auditing / accounting qualification = 0 points</li></ul>	<ul style="list-style-type: none"><li>• Less than 3 years for the main category of service (public sector experience) = 0 points</li></ul>	<ul style="list-style-type: none"><li>• Consultant does not have active/ valid membership = 0</li></ul>		

Evaluation Area	Description	Weight	Score
Skills Transfer Plan	<p><b>Skills Transfer Plan</b></p> <ul style="list-style-type: none"> <li>Adequately addresses Skill Identification, Transfer, Monitoring, Evaluation and Reporting included in the approach = 5 points</li> <li>Partly addresses Skill Identification, Transfer, Monitoring, Evaluation and Reporting included in the approach = 2 points</li> <li>Lack of Skill Identification, Transfer, Monitoring, Evaluation and Reporting included in the approach = 0 point</li> </ul> <p><b>Measure tool:</b> Skills Transfer Plan</p>	5	
Company's Experience	<p><b>The bidder must provide two (2) letters of positive reference for each main service category selected on the table above (page 2):</b></p> <ol style="list-style-type: none"> <li>Operational Audits</li> <li>Investigations</li> <li>Information Technology Audits (ITGC, ACR etc.)</li> <li>Information Technology Audits (Information Security)</li> <li>Information Technology Audits (CAATs, Data Analytics)</li> <li>Specialised Audits</li> </ol> <ul style="list-style-type: none"> <li>2 –Reference Letters (for each main service category) =15</li> <li>1 Reference Letters (for each main service category= 10 points</li> <li>No relevant reference letter = 0</li> </ul> <p><b>Measure tool:</b> Positive relevant reference letters (contactable)</p>	15	
<b>TOTAL</b>		<b>100</b>	
<p><b>Failure to obtain the minimum of 70% of the maximum score on functionality will result in disqualification. Service providers will be awarded on the main service categories where they have obtained the minimum score of 70% for functionality.</b></p>			

**Note: The bidder must ensure that they provide the required response/ information to the evaluation criteria for each main service category/ service category the bidder is bidding for.**

## BIDDERS RESOURCES: PROJECT MANAGER

NO	Main Service Categories	Sub-Service Categories	Name Of Bidders Resource  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	Qualifications:  <i>(Kindly indicate the qualifications for the Project Manager)</i>	Number Of Years of Experience  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	Certification/ Designation  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	Confirmable Membership Affiliation IIA(SA), ISACA, IRMSA  / with SAICA, ACFE,  <i>(Active Membership YES/ NO)</i>
1	Operational Audits:	Risk Based Internal Audit Review					
		Risk Management and Governance Audits					
		Consulting and Special Projects					
		Financial Audit					
2	Investigations	Forensic Investigations					
3	Information Technology Audits (ITGC, ACR etc)	Information Technology Audits (ITGC, ACR etc)					
4	Information Technology Audits (Information Security)	Information Technology Audits (Information Security)					
5	Information Technology	Information Technology Audits					

NO	Main Service Categories	Sub-Service Categories	Name Of Bidders Resource  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	Qualifications:  <i>(Kindly indicate the qualifications for the Project Manager)</i>	Number Of Years of Experience  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	Certification/ Designation  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	Confirmable Membership / Affiliation with IIA(SA), SAICA, ACFE, IRMSA  <i>(Active Membership YES/ NO)</i>
	Audits (CAATs, Data Analytics)	(CAATs, Data Analytics)					
6	Specialised Audit	Performance Audits					

TENDERERS SIGNATURE.....

**BIDDERS RESOURCES: SENIOR CONSULTANT (PROVIDE ONE RESOURCE PER SERVICE CATEGORY)**

NO	Main Service Categories	Sub-Service Categories	Name Of Bidders Resource  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	Qualifications:  <i>(Kindly indicate the qualifications for the Project Manager)</i>	Number Of Years of Experience  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	Certification/ Designation  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	Confirmable Membership / Affiliation with IIA(SA), SAICA, ACFE, IRMSA  <i>(Active Membership YES/ NO)</i>
1	Operational Audits:	Risk Based Internal Audit Review					
		Risk Management and Governance Audits					
		Financial Audits					
		Consulting and Special Projects					
2	Investigations	Forensic Investigations					
3	Information Technology Audits (ITGC, ACR etc)	Information Technology Audits (ITGC, ACR etc)					
4	Information Technology Audits (Information Security)	Information Technology Audits (Information Security)					

<b>NO</b>	<b>Main Service Categories</b>	<b>Sub-Service Categories</b>	<b>Name Of Bidders Resource</b>  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	<b>Qualifications:</b>  <i>(Kindly indicate the qualifications for the Project Manager)</i>	<b>Number Of Years of Experience</b>  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	<b>Certification/ Designation</b>  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	<b>Confirmable Membership Affiliation</b> / <b>with SAICA, ACFE, IRMSA</b>  <i>(Active Membership YES/ NO)</i>
<b>5</b>	Information Technology Audits (CAATs, Data Analytics)	Information Technology Audits (CAATs, Data Analytics)					
<b>6</b>	Specialised Audit	Performance Audits					

**TENDERERS SIGNATURE.....**

**BIDDERS RESOURCES: CONSULTANT (PROVIDE ONE RESOURCE PER SERVICE CATEGORY)**

<b>NO</b>	<b>Main Service Categories</b>	<b>Sub-Service Categories</b>	<b>Name Of Bidders Resource</b>  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	<b>Qualifications:</b>  <i>(Kindly indicate the qualifications for the Project Manager)</i>	<b>Number Of Years of Experience</b>  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	<b>Certification/ Designation</b>  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	<b>Confirmable Membership Affiliation</b> <b>IIA(SA), ISACA, IRMSA</b>  <i>(Active Membership YES/ NO)</i>	<b>/ with SAICA, ACFE,</b>
<b>1</b>	Operational Audits:	Risk Based Internal Audit Review						
		Risk Management and Governance Audits						
		Financial Audits						
		Consulting and Special Projects						
<b>2</b>	Investigations	Forensic Investigations						
<b>3</b>	Information Technology Audits (ITGC, ACR etc)	Information Technology Audits (ITGC, ACR etc)						



<b>NO</b>	<b>Main Service Categories</b>	<b>Sub-Service Categories</b>	<b>Name Of Bidders Resource</b>  <i>(Kindly indicate name of resource in each service category, resources may be repeated across service categories)</i>	<b>Qualifications:</b>  <i>(Kindly indicate the qualifications for the Project Manager)</i>	<b>Number Of Years of Experience</b>  <i>(Kindly indicate years of specific experience of the resource in the service category)</i>	<b>Certification/ Designation</b>  <i>(Kindly indicate the certifications / designation for the Project Manager)</i>	<b>Confirmable Membership Affiliation</b> / <b>with SAICA, ACFE, IRMSA</b>  <i>(Active Membership YES/ NO)</i>
<b>4</b>	Information Technology Audits (Information Security)	Information Technology Audits (Information Security)					
<b>5</b>	Information Technology Audits (CAATs, Data Analytics)	Information Technology Audits (CAATs, Data Analytics)					
<b>6</b>	Specialised Audit	Performance Audits					

**TENDERERS SIGNATURE.....**

## **C.10 TAX CLEARANCE REQUIREMENTS**

### **IT IS A CONDITION OF BIDDING THAT**

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C.11 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 interest<sup>1</sup> 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

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:  
.....

<sup>1</sup> 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.

.....

**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 consortium<sup>2</sup> 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.  
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

<sup>2</sup> 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.

C.12 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 80/20 system for requirements with a Rand value equal to or above R30 000 and up to R50million (all applicable taxes included); and
  - 90/10 system for requirements with a Rand value above R50m (all applicable taxes included).
- 1.2 The value of this bid is estimated to below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	.....
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	.....
Total points for Price and B-BBEE must not exceed	100
1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser	

2. DEFINITIONS

- 2..1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad

-Based Black Economic Empowerment Act;

- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less,
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-

Based  
Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9  
February  
2007;

- 2.17 “**trust**” means the arrangement through which the property of one person is made over or Bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

**5. Points awarded for B-BBEE Status Level of Contribution**

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs 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 Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm ..... :

9.2 VAT registration number : .....

9.3 Company registration number ..... :

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?  
.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

DATE:.....

**C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

\_\_\_\_\_  
**SIGNATURE OF BIDDER**

\_\_\_\_\_  
**DATE**

## C.14 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Cover letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	Registered as a vendor on CSD	
6.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
7.	BBBEE Certificate/Affidavit	
8.	Declaration of Interest, Declaration of past SCM Practices and Certificate of Independent Bid Determination	
9.	Joint Venture Agreement where applicable	
B. Technical Documents		
10.	CVs of project leader (including qualifications and certifications)	
11.	CVs of Team Members (including qualifications and certifications)	
12.	Skills Transfer Plan	
13.	Client reference letters	

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# CLIENT REFERENCE LETTER

As part of the functionality component of the tender process feedback is required from current or previous clients to rate the performance of \_\_\_\_\_ (tendering organisation). The referee is further requested to rate the tendering organisation for services rendered as indicators of either excellent or good or poor or no ratings.

Services Rendered	Contract Value	Start Date	End Date	Performance Rating (Excellent/ Good/ Poor)
1. Operational Audits				
Risk Based Internal Audit Review				
Risk Management and Governance Audits				
Financial Audits				
Consulting and Special Projects				
2. Forensic Investigations				
3. Information Technology Audits (ITGC, ACR etc.)				
4. Information Technology Audits (Information Security)				
5. Information Technology Audits (CAATs, Data Analytics)				
6. Specialised Audits				
<b>Contract Value</b>				<b>R</b>

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Company Name</b>			
<b>Contact details</b>	<b>Email:</b>		
	<b>Telephone:</b>		