

NON – COMPULSORY BUT STRONGLY RECOMMENDED CLARIFICATION MEETING – ONLINE (SKYPE)		 <div>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</div>	
SUPPLY CHAIN MANAGEMENT – TENDERS & CONTRACTS			
SCM - 537	Approved:18/08/2014 by Branch Manager	Version: 12	Page 1 of _4_

DESCRIPTION:

**FULL EXTERNAL ASSESSMENT OF THE CITY OF CAPE TOWN'S
INTERNAL AUDIT DEPARTMENT**

HELD ON:

17 March 2023

ATTENDANCE REGISTER

Name	Company	Email	Contact
Ayanda Walter Mili	City of Cape Town	AyandaWalter.Mili@capetown.gov.za	
Aphiwe Ntloko	City of Cape Town	Aphiwe.Ntloko@capetown.gov.za	
Evra Wessels	City of Cape Town	Evra.Wessels@capetown.gov.za	
Godwin Grant	City of Cape Town	GodwinChristiaan.Grant@capetown.gov.za	
Sayed Mohamed	City of Cape Town	Mohamed.Mohamed@capetown.gov.za	
Bidders:			
Edeline Musadziruma	ARMS Audit and Risk Management Solutions	emusadziruma@armsaudit.co.za	011 484 1235
Frikkie Janse Van Rensburg	A2A Kopano Inc	frikkiejvresburg@a2akopanoinc.co.za	820 372 9569
Andrew Nchabeleng	Mazars	Andrew.nchabeleng@marzars.co.za	078 901 6436
Johannes Van Deventer	WRCON	johannes@wecon.co.za	083 501 0520
Alec Samaan	PWC	alec.saayman@za.pwc.com	083 536 6108

***Chairperson/Project Manager/Member/Consultant/Admin Support/Legal Representative
/Observer**

Chairperson to initial (Compulsory): _____

MINUTES

DETAILS OF DISCUSSIONS HELD AT THE BSC

(The minute taker must cross reference the answers below to the correct number above).

Purpose and Administration

- The meeting via Skype for Business was opened by the **Ayanda Walter Mili** who detailed the purpose of meeting in relation to tender **267S/2022/2023 : FULL EXTERNAL ASSESSMENT OF THE CITY OF CAPE TOWN'S INTERNAL AUDIT DEPARTMENT**
- The purpose is to assist tenderer to complete the document correctly and answering the questions from potential bidders

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT TILL 31 DECEMBER 2024, the contract can start anytime will end on the 31st of December 2024

Closing date of submission: 3 April 2023 at 10:00 a.m.

Tender box number: 147

Tender fee: R 200.00, Non-refundable tender fee payable to City of Cape Town (CCT) for a hard copy of the tender document, however the tender document can be downloaded on website downloads of the tender document, fee is not applicable to website downloads of the tender document.

To those who downloads the tender document must not change or remove any clause. The tender document must be completed in a non-erasable ink.

Pricing schedule:

Bidders must submit the price schedule in the tender document. The City of Cape Town will not accept any additional pricing over and above in the tender document.

Anything bidder want to ask related to this tender, can contact:

CCT TENDER REPRESENTATIVE :

Name: Evra Wessels

Email: evra.wessels@capetown.gov.za

(2) CONDITIONS OF TENDER

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

The CCT intends to appoint a single tenderer for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right not to appoint a tenderer at all.

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Bidders to note:

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the City of Cape Town in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

A) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the City, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision

B) An appeal must contain the following:

- i. Must be in writing
- ii. It must set out the reasons for the appeal
- iii. It must state in which way the Appellant's rights were affected by the decision;
- iv. It must state the remedy sought; and
- v. It must be accompanied with a copy of the notification advising the person of the decision

C) The relevant City appeal authority must consider the appeal and may confirm, vary or revoke the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

Tenderer to note :

There is a difference between mentioned clauses

2.1.6.1 Disputes, objections, complaints and queries- may lodge within 14 days of the decision or action, and the decision taken by City of Cape Town will not change or evoke

2.1.6.2 Appeals

The relevant City appeal authority must consider the appeal and may confirm, vary or revoke the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:

- a) Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
- b) Via post at: Private Bag X918, Cape Town, 8000
- c) Via fax at: 021 400 5963 or 021 400 5830
- d) Via email at: MSA. Appeals@capetown.gov.za

2.1.7 City of Cape Town Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. City of Cape Town may not be able to do business with tender who is not registered with city database even if they awarded the tender. However bidder who is not disqualified is not required to register with City of

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Cape Town Supplier Database, if the bidder awarded this contract, must register City of Cape Town will not able to do business if tenderer is not registered with the City of Cape Town database

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration.

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>

2.2 Tenderer's obligations

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. An 'acceptable tender must "COMPLY IN ALL' aspects with the tender conditions, specifications, pricing instructions and contract conditions.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements from alphabet number (a to m) of the tender document will be declared responsive:

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive

The minimum qualifying score for functionality is 70 out of a maximum of 100.

The functionality is demonstrated as below :

1.	Previous Full External Assessment Experience Projects – Service Provider	Total Points	20 Points
	The tenderer must indicate experience with external quality assessment reviews projects. Contact details of the references where previous external quality assessment reviews were completed must be provided. Returnable Schedule 14A to be completed.		
1.1	More than 10 projects	20 points	
1.2	6 to 10 projects	10 points	
1.3	1 to 5 projects	5 points	
1.4	No projects	0 points	
2.	Previous Experience in Local Government – Service Provider	Total Points	20 Points
	The tenderer must indicate experience with public sector clients relating to external quality assessment reviews projects. Contact details of the public sector client must be provided. Returnable Schedule 14A to be completed.		
2.1	Minimum of 5 clients in public sector	20 points	
2.2	Minimum of 4 clients in public sector	15 points	
2.3	Minimum of 2 clients in public sector	10 points	
2.4	No clients in public sector	5 points	
3.	Previous Full External Assessment Experience – Assessment Team	Total Points	20 Points
	The tenderer must indicate the collective experience of the assessment team relating to external quality assessment review projects. A list of the team members, their ID numbers and their years' of experience relating to external quality assessment reviews must be provided. Returnable Schedule 14B to be completed.		
3.1	More than 10 years' experience	20 points	
3.2	>5 to 10 years' experience	10 points	
3.3	>2 to 5 years' experience	5 points	
3.4	No Experience OR 1 to 2 years' experience	0 points	
4.	Quality Assessment team members completed the	Total Points	20 Points

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	Performing Effective Quality Assurance (PEQA) certification (Institute of Internal Auditors quality assessment accreditation) - Assessment Team			
	The tenderer must indicate the collective Performing an Effective Quality Assurance (PEQA) certification of the assessment team. A list of the team members, their ID numbers and their years' experience relating to Performing an Effective Quality Assurance (PEQA) . A list of the team members and their ID numbers must be provided. Returnable Schedule 14B to be completed.			
4.1	More than 50% of the team possess Performing Effective Quality Assurance certification.	20 points		
4.2	Less than 50% of the team possess Performing Effective Quality Assurance certification.	10 points		
4.3	No certification	0 points		
5.	Quality Assessment team members are qualified, i.e. Certified Internal Audit (CIA) professional – Assessment Team		Total Points	20 points
	The tenderer must indicate the collective team members who are qualified, i.e. Certified Internal Auditor (CIA) professionals. A list of the team members, their ID numbers and their IIA membership numbers must be provided. Returnable Schedule 14B to be completed.			
5.1	More than 50% of the team are qualified, i.e. Certified Internal Auditor (CIA) professional	20 points		
5.2	Less than 50% of the team are qualified, i.e. Certified Internal Auditor (CIA) professional	10 points		
5.3	No team members are qualified, i.e. Certified Internal Auditor (CIA) professional	0 points		

New PPPFA regulations:

City of Cape Town is no longer using BBBEE to score points

City is using HDI COMPLIANCE WITH SECTION 2(1)(d)(i) OF THE ACT for Preference points to,

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders,

80 is for price

20 of Preference points

On this particular tender 20 of Preference points will distributed as below :

No	Specific Goal	Definition	Required Evidence	Points to be allocated
1	Gender (Ownership)	Persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of gender are women.	CSD Registration report B-BBEE Certificate CIPC Certificate	6.67

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2	Disability (Ownership as per WHO guidelines)	Persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of disability are disabled persons.	Confirmation of Disability Form as per SARS (ITRDD Form) Medical Certificate	6.66
3	Race (Ownership)	Persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race.	B-BBEE Certificate CSD Registration report CIPC Company Registration	6.67

NB: Gender means woman

Bidders to note:

If score zero you are not disqualified in the process but you will not score preference points

VOLUME 2: RETURNABLE DOCUMENTS

Tender must complete all schedules and declare where it is necessary

Pricing schedule :

Unit of measure must be per month

Tenderers are required give a **Full External Assessment Report inclusive of the High-Level Assessment of Internal Audit in relation to the latest IIA Capability Model for Public Sector , and give a price (excl VAT) and price incl VAT**

The price must include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.

Schedules:

Tender must complete all schedule

NB: schedule : 14 A and B it's important tenderer must indicated or give a clear information , if tenderer is unable can provide or attach information on the tender submission

(13) SPECIFICATION(S)

Evra Wessels explained that the specifications are informed by the IIA Standards, IIA Guidance and the latest Quality Assessment Manual. A project plan will be required indicating how and when the project milestones will be achieved considering that the final report must be issued before 30 June 2024. The results of the final report must also be presented to the executive management team as well as the Audit

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and Performance Audit Committee. The IIA's requirements/ guidance should be considered regarding the revision of the current IPPF and IIA Standards.

Ayanda open a floor for Questions

Questions

Frikkie Janse Van Rensburg:

How do I know as percentage in order to get in 6.67 points for a gender?

answer

Ayanda Walter Mili

At this stage we are looking a gender which is women regardless of race as long there is a women in ownership of your company and regardless what the percentage they are, tenderer will get a full points 6.67

No further question

The minutes will be published in a form of notice

Meeting adjourned

APPROVAL

I, the chairperson of the Bid Specification Meeting, confirm the above minutes are correct and a true reflection of the discussions and decisions made by the Bid Evaluation Committee in terms of the Rules of Order.

SIGNATURE OF THE CHAIRPERSON: _____ DATE: _____
(In consultation with members of BSC)

Chairperson to initial (Compulsory): _____

