

REQUEST FOR PROPOSALS: INTERNAL AUDIT SERVICES

BID NO	MKI02/2022
DESCRIPTION	Internal audit services
ADDRESS	1 st Floor 29 South, 7 Umsinsi Junction, LaMercy, KwaZulu Natal, 4399
CLOSING DATE AND TIME TO SUBMIT PROPOSAL	28 November 2022 at 16H30
PROPOSALS MUST BE EMAILED TO	tenders@moseskotane.com Hand-delivered submissions will NOT be accepted.
Contact person	Gcino Lugayeni
Email address	gcino.lugayeni@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.
- MKI reserves the right to terminate the contract should a pre-existing conflict of interest that, on the part, of the firm and/or assigned human resource(s) be found at any stage of the project.
- Originals of the documents will be requested from the qualifying bidder.
- Bidder must initial each page of the document submitted. All documents must be submitted in PDF format.

Terms and conditions

- Proposals must be emailed by no later than 28 November 2022 at 16h30. Proposals received after the closing time and date will not be considered.
- All prices must be all-inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity: 60 days from the closing date of bid.

1. Background

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) with a mandate to conduct world-class research that responds to the needs of the provincial economy.

MKI requires internal audit services and therefore invites suitable and relevant firms/service providers located in KwaZulu-Natal to offer their services by submitting proposals and quotations that can accomplish the scope of work as outlined below.

2. SCOPE OF WORK

Internal audit services as per Treasury Regulations issued in terms of the Public Finance Management Act (PFMA).

3. DURATION

The successful bidder will be appointed for a period of 3 years, subject to annual performance reviews.

4. EVALUATION CRITERION (80/20)

The 80/20 preference point system shall be applicable for this bid.
Points for this bid shall be awarded as follows:

- Price = 80; and
- BBBEE status level of contributor = 20
- Total points for price and BEE equal to = 100

Administrative requirements (the following are to be submitted with the proposal)

- a) Proof of registration on the Treasury Central Supplier Database
- b) Valid tax clearance certificate / pin
- c) Proof of company registration

- d) Valid BBBEE certificate by a SANAS accredited agency/company or certified Sworn Affidavit. **(Failure to submit a B-BBEE certificate or Sworn Affidavit; no points will be allocated, but will be further evaluated)**
- e) Bank letter confirming the company banking details.
- f) Proof of registration with the Institute of Internal Auditors South Africa (IIA)
- g) Supplier declaration of interest form (attached hereinto)

Note: Failure to comply with the above mandatory requirements will lead to Disqualification.

FUNCTIONALITY REQUIREMENTS

- a) List of a minimum of 3 traceable reference letters.
- b) Minimum of three years' experience in Internal Auditing
- c) Minimum of 3 certified copies of current and previous Internal Audit contracts in the public sector **(certification not older than six months. Certification must have a date)**
- d) Company profile with a list of CV's and certified copies of qualifications of key personnel that will be assigned to the Internal Audit contract **(certification not older than six months. Certification must have a date).**
- e) Proposed 3-year Internal Audit Plan with firm deliverables, clear timelines, and firm cost-effective budget.
- f) Bidders should include their proposals to be evaluated.
- g) Bidders must be located / based/ in KwaZulu-Natal –Provide proof of business address

NB: Please refer to annexure A, attached hereto, for technical scoring grid



**Moses Kotane
Institute**

Research · Innovation · Excellence

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number Number	Employee / Persal Number

4 DECLARATIONS

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3
 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
 TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

ANNEXURE A
EVALUATION GRID
(To be completed for each tender by each evaluator)

1. This is a three-stage evaluation bid. The first stage is the administrative compliance, the second is the technical evaluation and the final stage is the price and BEE evaluation.
 2. Bidders who meet the administrative requirements compliance shall be evaluated for technical requirements.
 3. Bidders who meet the minimum technical threshold shall qualify for price and BEE preference point system evaluation. To qualify for this, a bidder requires a minimum 60 of 100 points from grid below. The points should include mandatory experience. Bidders who are not experienced in **mandatory** fields, even if they meet minimum points, shall not qualify for stage 3 evaluation.
 4. Bidders who score the minimum required technical points will be further evaluated on the 80/20 preference points system, which is 80 for price and 20 for BBEE preference points.
-

TECHNICAL EVALUATION GRID

Description	Maximum score	Evaluator's score
1. Internal audit traceable references (Mandatory)	10	
3 references and above	10	
Below 3 references	0	
2. Internal auditing experience (Mandatory)	40	
10 years and above	40	
6 to 9 years	30	
3 to 5 years	20	
Below 3 years	0	
3. Has the bidder provided Internal Audit Plan with firm deliverables, clear timelines and firm cost-effective budget? (Mandatory)	30	
Plan with deliverables, timelines and budget	30	
Plan with deliverables and budget	20	
Plan with Budget only	10	
No plan, deliverables, timelines and budget	0	
4. Has the bidder included proposal, CV and qualification of key personnel(s) (Mandatory)	10	

Proposal with CV and copies of qualifications	10	
Proposal with CV(s)	5	
Proposal only	3	
No proposal	0	
5. Is the bidder located in KwaZulu-Natal - proof of business address attached (Mandatory)	10	
Yes	10	
No	0	
Total	100	