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**Special Conditions of Contract**

**NT005-2025**

**APPOINTMENT OF A PANEL OF EXTERNAL FIRMS TO RENDER PERFORMANCE  
AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS**

**CLOSING DATE: 20 JUNE 2025 AT 11:00 AM**

**VALIDITY PERIOD: 90 DAYS**

<p>S U P P L Y   C H A I N   M A N A G E M E N T</p>
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**A LEGISLATIVE AND REGULATORY FRAMEWORK**

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract takes precedence.

**B. EVALUATION PROCESS AND CRITERIA**

**1. EVALUATION PROCESS**

- 1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

**1.1.1 Phase 1A: Initial screening process**

- a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status; and
- Any additional and supplementary verification information communicated by National Treasury.

**b) Administrative compliance**

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.
- CIPC

### 1.1.2 Phase 1B: Functionality evaluation as per attached Terms of Reference

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:
- Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- The technical proposal will be scored out of 100 points, with a minimum threshold of 65% required. Bidders that do not meet the minimum functionality threshold of 65% will not be considered for further evaluation. Bidders will be evaluated on the functionality evaluation criteria in a table below:

**Table 1:** Summary of functional/Technical Evaluation Criteria

	<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>
1.	<p><b>Digital/Cyber forensics / Data Analytics</b></p> <p>Signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed in the recent 5 years. (minimum of 3 signed confirmation letters)</p> <ul style="list-style-type: none"> <li>• Provide proof of availability of appropriate IT solutions for performance audit and suitable qualified personnel.</li> <li>• In the case where the service is to be outsourced, the firm is expected to provide proof of the arrangement made with the</li> </ul>	<b>20</b>	<p><b>5</b> = 5 or more signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed within the last 5 years,</p> <p><b>4</b> = 4 signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed within the last 5 years.</p> <p><b>3</b> = 3 signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed within the last 5 years.</p>

	<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>
	suitable service provider and demonstrate that the service provider has the appropriate IT solutions for performance audit and suitable qualified personnel.		<p><b>2</b> = 2 signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed within the last 5 years.</p> <p><b>1</b> = 1 or no signed confirmation letters for projects (Digital/ Cyber forensics and data analytics) completed within the last 5 years, or no confirmation letters provided.</p>
2.	<p><b>Approach and methodology</b> Demonstration of a sound performance audit approach and methodology.</p> <p>(a) The proposal must demonstrate the procedures that they will perform in all the phases/ stages of the performance audit.</p> <p>(ii) The proposal must address the project administration related activities e.g timesheets, monthly invoicing, adhering to project deadline.</p> <p>(iii) The proposal must demonstrate how the firm will approach the Performance audit in a National and Provincial Government sphere.</p> <p>(iv) The proposal must demonstrate how the firm will approach the Performance audit in a Local Government sphere.</p> <p>(v) The proposal must demonstrate the</p>	<b>20</b>	<p><b>5=</b> Excellent (when the proposal addresses all the five criteria)</p> <p><b>4=</b> Very Good (when the proposal addresses four criteria)</p> <p><b>3=</b> Good (when the proposal addresses three criteria)</p> <p><b>2=</b> Average (Good (when the proposal addresses two criteria).</p> <p><b>1=</b> Poor (when the proposal addresses one or no criteria addressed).</p>

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	<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>
	techniques that the firm will adopt in the event where there is insufficient or no documentation available to perform the performance audit.		
<b>3.</b>	<b>Experience of the firm</b> Previous experience ( <b>minimum of 3 Signed and verifiable reference letters</b> ) of completed performance auditing projects within the Public Sector in the last five (5) years. (Provide the nature of the audit, the names of the Organs of State where the audits were conducted).	<b>20</b>	<b>5</b> = 5 or more signed reference letters of performance auditing projects within the public sector in the last five (5) years.  <b>4</b> = 4 signed reference letters of completed performance auditing projects within the public sector in the last five (5) years.  <b>3</b> = 3 signed reference letters of completed performance auditing projects within the public sector in the last five (5) years.  <b>2</b> = 2 signed reference letters of completed performance auditing projects within the public sector in the last five (5) years.  <b>1</b> = 1 or no signed reference letter of completed performance auditing projects within the public sector in the last five (5) years.

	Evaluation Criteria	Weight	Scoring Criteria
4.	<p><b>Qualifications of personnel</b></p> <p>Level of qualifications of all personnel that will be directly engaged in the execution of the project. (The audit team will be required to have qualifications in any of the following disciplines: Commerce, Auditing, Public Finance and IT. <b>(Please Only provide a certified copy of the Highest Qualification)</b></p> <p>1.1 Category 1-Partner (10 points)</p> <p>1.2 Category 2- Audit Manager (10 points)</p> <ul style="list-style-type: none"> <li>• Please note that if the firm intends utilizing foreign nationals, it must observe: Employment Services Act, Act No. 4 of 2014 and Immigration Act, Act No. 13 of 2002.</li> <li>• The firm will also be expected to prove that: <ul style="list-style-type: none"> <li>➤ The firm has exhausted all avenues to acquire that skill within the country.</li> <li>➤ The personnel will only work on projects, if they are granted a positive South African security clearance.</li> </ul> </li> </ul>	20	<p><b>Partner</b></p> <p>5= NQF Level 9+</p> <p>4= NQF Level 8</p> <p>3= NQF Level 7</p> <p>2= NQF Level 6</p> <p>1= NQF Level 5 and less</p> <p><b>Audit Manager</b></p> <p>5= NQF Level 9+</p> <p>4= NQF Level 8</p> <p>3= NQF Level 7</p> <p>2= NQF Level 6</p> <p>1= NQF Level 5 and less</p>

	Evaluation Criteria	Weight	Scoring Criteria
5.	<p><b>Experience of the personnel</b></p> <p>Experience of the personnel that will be directly engaged in the execution of the project (<b>Limit the number of CVs to a maximum of 3 per category using template provided, only the first 3 CVs will be evaluated per category</b>)- The scores of firms that have a number of personnel in a certain category, will be scored on an average basis.</p> <p>1.1 Category 1-Partner (10 points)</p> <p>1.2 Category 2-Audit Manager (10 points)</p>	20	<p><b>Partner</b></p> <p><b>5=</b> 8 and above years of experience as a partner.</p> <p><b>4=</b> 6 to 7 years of experience as a partner.</p> <p><b>3=</b> 5 years of experience as a partner</p> <p><b>2=</b> 3 to 4 years of experience as a partner.</p> <p><b>1=</b> 2 years of experience or less as a partner.</p> <p><b>Audit Manager</b></p> <p><b>5=</b> 8 years and above experience as an Audit Manager.</p> <p><b>4=</b> 6 to 7 years of experience as an Audit Manager.</p> <p><b>3=</b> 5 years of experience as an Audit Manager.</p> <p><b>2=</b> 3 to 4 years of experience as an Audit Manager.</p> <p><b>1=</b> 2 years of experience or less as an Audit Manager.</p>

	<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>
	<b>Maximum Score</b>	<b>100</b>	
	<b>Minimum Threshold</b>	<b>65%</b>	

- Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 65% during functionality will be considered part of the panel.
- The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

#### **TERMS AND CONDITIONS**

- Successful bidder(s) must be able to commence work as soon as the letter of appointment is issued.
- National Treasury reserves the right to screen and vet shortlisted service providers before appointment.
- National Treasury reserves the right to terminate the contract if there is enough information for the termination of the contract.
- National Treasury shall appoint one person (Service Provider) for each Treasury sector.
- National Treasury reserves the right to communicate with the service providers pertaining to information submitted on the closing date and time.

## **2. EVALUATION CRITERIA**

- In terms of regulation 4 (1) of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:
  - The bidden price (maximum 80 points)
  - Specific goals (maximum 20 points)
- The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

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

Where



Ps = Points scored for price of tender under consideration;  
Pt = Price of tender under consideration; and  
Pmin = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

c. The State reserves the right to arrange contracts with more than one contractor.

## 2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

***Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

**Table 2: Specific Goals Criteria**

#	Specific goals	Score	Required proof / documents to be submitted for evaluation purposes
1.	<p>The company owned by Youth.</p> <ul style="list-style-type: none"> <li>100% company owned by people who are Youth = 10 points</li> <li>75% - 99% company owned by people who are youth) = 8 points</li> <li>60% - 74% company owned by people who are youth = 6 points</li> <li>51%- 59% company owned by people who</li> </ul>	10 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <p>Company Registration Certification / document (CIPC)</p> <p>Company Shareholders certificate</p> <p>Certified identification documentation of company director/s</p> <p>CSD report/ CSD registration number (MAAA number)</p> <p>B-BBEE Certificate of the tendering company.</p> <p>Consolidated B-BBEE certificated if the tendering company is a Consortium,</p>

#	Specific goals	Score	Required proof / documents to be submitted for evaluation purposes
	are youth = 3 point • 0 - 50% company owned by people who are youth = 0 point		Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).
2.	The company owned by Historically Disadvantaged Individuals (HDI) (Black). • 100% company owned by people who are Black (HDI) = 10 points • 75% - 99% company owned by people who are Black (HDI) = 8 points • 60% - 74% company owned by people who are Black (HDI) = 6 points • 51%- 59% company owned by people who are Black (HDI) = 3 point • 0 - 50% company owned by people who are Black (HDI) = 0 point	10 points	

**\*NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- b) Bidders are requested to complete the various specific goals forms in order to claim points.
- c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- d) The National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- e) Points scored will be rounded off to the nearest 2 decimals.
- f) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- g) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

### 3. MANDATORY REQUIREMENTS

**3.1** An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- c) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- d) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated or for both companies Central Supplier Database Registration (CSD) or both companies CSD are required.
- e) CV's (**template provided**) must be signed by the proposed resource and not signed on behalf of the proposed resource. **Unsigned CVs and CVs submitted in a different template will not be considered.** It should be noted that no consideration will be made to any bidder, that has provided profiles for their resources, which are also provided by another competitor in this same bid, this is considered collusive tendering.

- f) The use of consultants should be accompanied by a valid agreement or contract between the firm and that resource.

**FAILURE TO ADHERE TO THE CONDITIONS STATED ABOVE WILL LEAD TO  
DISQUALIFICATION**

**NOTE: Required Administrative Documents (Not for elimination)**

- a) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA).
- b) Service providers shall submit a proposal including the composition of the audit team, the audit team's profiles, and applicable fees for each category to be utilized in the assignments, prospective service providers should note that all applicable fees are in line with the **Auditor General SA rates**.
- c) Firms should limit the number of CVs to 3 per category, in the case where more than 3 CVs are submitted, only the first three will be evaluated.
- d) The scores of firms that have a number of personnel in a certain category, will be scored on an average basis.
- e) Copies of qualifications of personnel should be certified within the last six (6) months and should submit their **highest qualification** only, and in a case of foreign qualifications it is the responsibility of the bidder to ensure **SAQA accreditation is confirmed** and submitted, failure to comply will lead to being allocation of the lowest score.
- f) Digital/cyber resources must provide certified copies of certifications within the last six (6) months in relevant cyber and ICT related fields, failure to comply will lead to being allocation of the lowest score.
- g) **Valid work permit** and existing **security clearance** for foreign nationals are compulsory and will lead to allocation of the lowest score.

**4. TAX COMPLIANCE STATUS**

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

**5. VALUE ADDED TAX**

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

**6. CLIENT BASE**

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

**7. LEGAL IMPLICATIONS**

Successful service providers will enter into a service level agreement with National Treasury

**8. COMMUNICATION**

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

## 9. SUBMISSION OF BIDS

### 9.1 ONLINE BID SUBMISSION

- 9.1.1 Bidders must submit their bids online through the e-Tender Publication portal.
- 9.1.2 Manual or hardcopy bids are **NOT** acceptable.
- 9.1.3 The online e-Tender publication portal can be accessed on the following link:  
<https://www.etenders.gov.za/>
- 9.1.4 The link for online bid submission tutorial is attached as <https://youtu.be/B7pNseNJYHM>
- 9.1.5 Bidders must ensure that bids are uploaded onto the system by the stipulated date and time.
- 9.1.6 If a bid is late and or loaded incorrectly by the closing date, it will not be accepted and receive further consideration.
- 9.1.7 Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. National Treasury will not be held liable for any challenges experienced by bidders as a result of their technical challenges. Please do not wait for the last hour to submit. Queries sent on the closing date will not be considered, queries should be sent at least a day before the closing date to prevent issues of not receiving assistance and National Treasury will not be held liable resulting in non-submission.
- 9.1.8 Bidders to adhere to all the rules for the online bid submission.

## 10. LATE BIDS

Bids received after the closing date and time will **NOT** be accepted for consideration.

## 11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

## 12. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
  - directly or indirectly fixing a purchase or selling price or any other trading condition;

- dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
  - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

### **13. FRONTING**

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

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

### **14. TIMEFRAMES AND FORMAL CONTRACT**

Successful bidder(s) will enter into a formal contract with the National Treasury.

### **15.1 FUNCTIONALITY/TECHNICAL PROPOSAL**

Bid No: **NT005-2025:**

Description: APPOINTMENT OF A PANEL OF EXTERNAL FIRMS TO RENDER PERFORMANCE AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS

Bid closing date and time: **20 JUNE 2025 AT 11H00AM**

## **15.2 PRICE/ FINANCIAL PROPOSAL**

Bid No: **NT005-2025**

Description: APPOINTMENT OF A PANEL OF EXTERNAL FIRMS TO RENDER  
PERFORMANCE AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS

Bid closing date and time: **20 JUNE 2025 AT 11H00AM**

## **17. CONTACT DETAILS**

Physical address: 40 Church Street, Pretoria Central, Pretoria

For General enquiries: [NTAdministrativeTenders@Treasury.gov.za](mailto:NTAdministrativeTenders@Treasury.gov.za)