



APPOINTMENT OF A PANEL OF UP TO A MAXIMUM OF FIVE SERVICE PROVIDERS TO PROVIDE CO-SOURCE INTERNAL AUDIT SERVICES FOR TCTA FOR A PERIOD OF 36 MONTHS

007/2025/IA/FIRMS/RFB

RFB

Optional briefing session

23 January 2026 @11h00

Online via MS Teams



AGENDA

| | |
|-----------------------------|------------|
| Opening and Welcome | N Mukhawa |
| 1. Rules of Engagement | N Mukhawa |
| 2. Invitation to bid | N Mukhawa |
| 3. Scope of Services | Z Ntombela |
| 4. Bidding Process | N Mukhawa |
| 5. Supplier Code of Conduct | N Mukhawa |
| 6. Communication | N Mukhawa |
| 7. Questions | All |
| 8. Closure | N Mukhawa |



1. RULES OF ENGAGEMENT FOR THE BRIEFING SESSION

- Video off for duration the presentation.
- Keep microphones on mute.
- Record Your Name, Name of Company and e-mail address in the Chat – this will serve as an attendance register.
- Raise your hand for questions and clarity or type your question in the chat. Responses not provided in the briefing session will be provided thereafter via e-mail.
- Raise all other queries via e-mail to tenders03@tcta.co.za



2. INVITATION TO BID

- Appointment of a panel of up to a maximum of five service providers to provide co-source internal audit services for tcta for a period of 36 months
- Issue date: 12 January 2026
- Optional briefing session: 23 January 2026 @11h00
- Clarification Deadline: 30 January 2026 @11h00
- Request for Gate Access Code Deadline: 10 February 2026 @ 11h00
- Submissions: During the week (08h00-16h00)
- Closing date: 12 February 2026 @ 11h00
- Validity period: 120 calendar days
- Open bid
- 2 Envelope System:
 - Original – Technical & USB
 - Financial proposal & USB



2. INVITATION TO BID

Bid Submissions must be sent to:

TCTA, 1st Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Cnr Olievenhoutbosch Road and Jean Avenue, Highveld Extension 73, Centurion, 0157

Bidders are required to have gate access code and a scannable valid identity document, drivers' license or passport which will be scanned at the main entrance.

Bidders are requested to allow sufficient time for the vetting process at the main entrance (gate).



3. SCOPE OF WORK

REFER TO SECTION 3 & 4 OF THE RFB



4. BIDDING PROCESS

BID STAGES

Preparation of Bid Submissions

- STAGE 1: RETURNABLES
- STAGE 2: TECHNICAL/FUNCTIONAL EVALUATION
- STAGE 3: PREFERENCE POINTS/SPECIFIC GOALS
- STAGE 4: PRICE
- STAGE 5: SUPPLIER VETTING



4. BIDDING PROCESS

STAGE 1: RETURNABLES DOCUMENTS

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

- **Mandatory**
 - Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.
- **Non-mandatory**
 - Documents for documents for technical evaluation purpose - Zero Points will be allocated if not submitted
 - Statutory Compliance Documents



4. BIDDING PROCESS

STAGE 2: FUNCTIONAL EVALUATION

TCTA will evaluate the submissions for functional capacity and capability in terms of the functional criteria set out in the RFB.

- Submit all supporting documents as indicated in the RFB

Failure to complete any documents and submitting proof as stipulated in the RFB will result in the Bidder not allocated points for the related criterion or disqualification.

Bidders who do not meet the threshold of 84 points out of the 120 points will be disqualified at the end of this stage and not evaluated further.



4. BIDDING PROCESS

STAGE 3: SPECIFIC GOALS

- Bidder/s who meet the minimum functional scores will be evaluated further, in terms of the 80/20 preference point system, 20 points will be allocated as follows:
- Bidders to attached the BBBEE Certificate issued by a Verification Agency approved by SANAS, or a sworn Affidavit for EME and QSE.
- Consolidated BBBEE Certificate for Joint Venture bidders issued by a Verification Agency approved by SANAS
- The Sworn affidavit submitted must be validly commissioned and meet the minimum requirement stated in **Annexure G**.

Any bidder that does not meet the above-mentioned specific goals will not be disqualified but will be scored 0 for specific goals.



4. BIDDING PROCESS

STAGE 4: PRICE SCORE (5.4 OF RFB)

- Price will be evaluated in terms of the 80/20 preference point system, where 80 points will be allocated for price.
- Bidders must complete the pricing template in **Annexure H**.
- Rates should include VAT and Escalations for years two to three. Fees must be quoted at an hourly rate, preferably based on Auditor General (AGSA) rates. These rates will be fixed and firm for the period of the contract and will be applied per level of staff utilised
- TCTA reserves the right to negotiate the final rates with the successful Panelists.
- TCTA reserves the right to negotiate the rates per resource with the shortlisted bidders to standardise the rates per hour.
- Technical and Specialist Skills Audit & Advisory Rates; as and when the services of specialised and technical nature are required, then all the suppliers on the panel will be invited to quote and evaluated in terms of PPPFA.



4. BIDDING PROCESS

STAGE 5: SUPPLIER VETTING

TCTA reserves the right to disqualify a successful bidder who/whose:

- Submits fraudulent information or information that they do not have the authority to submit;
- Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- Poses a risk in terms of any vetting process conducted either by TCTA internally or the State Security Agency;
- Has a director and/or stakeholder who is employed by any organ of state; and
- Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.
- Bidders must read through all the sections of the bid and familiarize themselves with the conditions of bid.



5. Supplier Code of Conduct

- All suppliers and their representatives shall conduct their business activities in full compliance with the applicable laws and regulations of the Republic of South Africa while conducting business with and/or on behalf of the TCTA.
- In addition to any specific obligations under the supplier's agreement with TCTA, all suppliers shall, without limitation comply to all conditions of Supplier Code of Conduct as per the RFB (Section 7.9).
- All suppliers and their representatives shall conduct their business activities in an ethical manner.



6. COMMUNICATION

- Only written communication addressed to Receiving Officer at tenders03@tcta.co.za will be considered.
- TCTA will assume that every individual communicating with it on behalf of a potential bidder is duly authorised unless otherwise indicated.
- Please use RFB number and description in all correspondence.
- Clarifications deadline will be 30 January 2026 @11h00.
- Any addendum to the RFB may be issued allowing 10 days before the bid closing date. Bidders to ensure that they check more often communication with TCTA.



Comments & Questions

CLOSURE