



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (from R0 to R1 000 000)

Limpopo Provincial Government Institution of Treasury

Dear Sir / Madam

REQUEST FOR QUOTATIONS

(Over R0 up to a transaction value of R1 000 000 VAT included)

Kindly furnish LPT with a written quotation for the supply of goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and **must** be deposited at the bid box situated at **46 Hans Van Rensburg Street, Polokwane** outside Guardhouse closing date is the **14 March 2024 @11h00am**.

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least **ninety (90)** days from date of your offer.
- 2) Price(s) quoted must be firm and must be inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy, 2022 and for this purpose the enclosed SBD forms must be scrutinized, completed and submitted together with your quotation.
- 5) The successful provider will be the one scoring the highest points.
- 6) Acceptance of the General Conditions of Contract can be found on the Provincial/National Treasury Website.

NB: Failure to comply with the following conditions may invalidate your offer.

- ✓ No quotations will be considered from persons in the service of the state.
- ✓ Bidders are urged to read and understand the contents of SBD 4 form and special attention on 2.3, All companies must be declared as registered on CSD. failure to disclose the information will lead to disqualification.
- ✓ Bidders are required to duly complete SBD 6.1 and attach proof/means of verification as required (Proof of Local Address), failure to complete and submit documentation will lead to non-allocation of preference points.
- ✓ Persons with disabilities ownership > 51%, are required (compulsory) to submit a Medical certificate from a recognized Medical Practitioner, failure to submit the means of verification will lead to non-allocation of preference points.

Yours faithfully

SIGNATURE: MAPHANGA T.H

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO PROVINCIAL TREASURY					
BID NUMBER:	LPT/QUT 028/2023	CLOSING DATE:	14 March 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF AN EXTERNAL AUDIT FIRM FOR A PERIOD NOT EXCEEDING THREE (3) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ISMINI TOWERS TENDER BOX					
LIMPOPO PROVINCIAL TREASURY					
46 HANS VAN RENSBURG STREET					
POLOKWANE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MAPHANGA TH		CONTACT PERSON	CHAUKE M	
TELEPHONE NUMBER	015 298 7055		TELEPHONE NUMBER	015 291 8400	
FACSIMILE NUMBER	015 298 7151		FACSIMILE NUMBER	015 298 7151	
E-MAIL ADDRESS	Maphangath@treasury.limpopo.gov.za		E-MAIL ADDRESS	ChaukeM@treasury.limpopo.gov.za	
SUPPLIER INFORMATION					
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ 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

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

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number: LPT/QUT 028/2023

Closing Time **11:00**

Closing date **14 March 2024**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
 - Brand and model:
 - Country of origin:
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery:
*Delivery: Firm/not firm
 - Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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PROVINCIAL TREASURY

ANNEXURE A

PRICING SCHEDULE

Name of Resource	Role	Hourly rate (VAT Exclusive)	Hourly rate (VAT Inclusive)	Total Amount (VAT Inclusive) for a period of three (3) months
			Total	
			Disbursement	
			Grand Total	

NB:

- 1.1 Service provider to estimate the total number of hours and cost (VAT inclusive) to perform the work as per the terms of reference herewith
- 1.2 A breakdown of the hourly tariff, (VAT inclusive) per resource (e.g. Director, Manager and other relevant level of expertise) as required for service rendered and an estimated percentage of disbursements (VAT inclusive) for the duration of the project.
- 1.3 An analysis of costs must be given to cover the full contractual amount and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs/ disbursements (VAT inclusive) should be included in the budget breakdown.
- 1.4 Where possible, the hourly rates as laid down by the Auditor-General for any audit / forensic audit performed on behalf of government must be used as a guideline and should not be exceeded.

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 interest¹ 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 institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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.

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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:

.....

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 consortium² 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

² 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.

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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

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

- 1.6 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.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- $P_{\min}$ = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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(Note to organs of state: Where either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black people ownership > 51%	N/A	7	N/A	
Woman ownership > 51%	N/A	6	N/A	
Persons with disabilities ownership > 51%	N/A	2	N/A	
Youth ownership > 51%	N/A	3	N/A	
Locality (Limpopo) – business / company based within a specific region (Limpopo)	N/A	2	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
.....	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

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LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY
CONFIDENTIAL

PROJECT PLAN FOR WINDING UP OF THE TRADITIONAL LEVIES AND TRUST ACCOUNT

TERMS OF REFERENCE

FOR APPOINTMENT OF AN EXTERNAL AUDIT FIRM FOR A PERIOD NOT
EXCEEDING THREE (3) MONTHS

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Ismint Towers, 46 Hans Van Rensburg Street, POLOKWANE, 0700, Private Bag X9486, POLOKWANE, 0700
Tel: (015) 298 7000, Fax: (015) 295 7010 Website: <http://www.limpopo.gov.za>

The heartland of southern Africa - development is about people!

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1. INTRODUCTION

1.1. The Limpopo Provincial Treasury (LPT) has been established according to section 17 of the Public Finance Management Act (PFMA) 1 of 1999 (as amended by Act 29 of 1999). Its functions and powers are provided in the Act under section 18 (1) and (2). LPT is directly responsible for implementing, managing, and overseeing the following legislation and the relevant regulations:

- a) Public Finance Management Act (PFMA) of 1999 (as amended by Act 29 of 1999);
- b) Treasury Regulations as Amended
- c) Municipal Finance Management Act (MFMA) 56 of 2003;
- d) Annual Division of Revenue Act (DoRA); and
- e) Preferential Procurement Policy Framework Act (PPPFA).
- f) PAIA Act
- g) Traditional and Khoi-Son Leadership Act 3 2019.

1.2. LPT is also responsible for assisting the National Treasury in enforcing compliance with the measures established in terms of section 216 (1) of the Constitution.

1.3. The Provincial Treasury requires a qualified professional firm registered with the Independent Regulatory Board of Auditors (IRBA) to be sourced within Office of the Provincial Accountant General (Financial Accounting and Reporting Directorate) to provide Limited Assurance Review (verification of accounts) on the Traditional Levies and Trust Accounts held by the Provincial Treasury on behalf of the Provincial Government.

2. BACKGROUND

2.1. The Limpopo Traditional Councils (formerly Tribal) Levies and Trust account comprises an amalgamation of accounts from the former administrations of Lebowa, Gazankulu and Venda. The account consists of two streams which are the Tribal Levies and Trust accounts. The Levies account consisted of monies collected from

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different tribes through tribal resolutions for the purpose of, *inter alia*, building of classrooms in rural schools, building of dipping dams for their livestock and any other community benefitting projects. The Trust Account consists of funds mostly emanating from estate monies intended for the families of deceased persons.

- 2.2. There was no uniformity in the way the accounts were handled in the three former administrations, no proper reconciliation done to distinguish the various individual balances incorporated into the new accounts, registers were not reconciled to the cash in the bank, all the financial statements from the administrations were qualified by the Auditor-General South Africa.
- 2.3. The Provincial Legislature was obliged to accept and adopt the recommended opening balances published in the PROVINCIAL GAZETTE EXTRAORDINARY no. 2164 dated 12 FEBRUARY 2013 (Attached Annexure A).
- 2.4. A resolution was taken on 05 December 2013 by the Limpopo House of Traditional Leaders Executive committee to decentralize Traditional Levies and Trust Accounts and transfer all monies to beneficiaries.
- 2.5. Tribal Councils were advised to open individual bank accounts for the respective Tribal Councils. The bank accounts were opened at various stages. As a result the initial capital payments were distributed to the various Tribal Council bank accounts at various stages/phases as follows per the PROVINCIAL GAZETTE EXTRAORDINARY no. 2164 dated 12 FEBRUARY 2013:

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No.	Date	Number of Tribal Councils (beneficiaries)	Amount
1	22 May 2014	129	R25 248 538.63
2	22 May 2014	41	R6 776 238.27
3	10 June 2014	28	R6 903 649.53
4	17 June 2014	1	R58 937.82
5	01 July 2014	7	R259 674.77
6	12 August 2014	1	R292 740.63
7	27 August 2014	1	R39 177.91
8	23 December 2014	1	R18 005.20
9	17 May 2016	19	R2 960 105.71
10	18 October 2016	1	R484 001.70
11	07 May 2018	5	R570 353.88
12	13 September 2019	1	R201 399.36
13	01 April 2022	1	R252 687.67
	Total	236	R44 065 511.08

3. OBJECTIVE

- 3.1. The objective of the review is to provide a limited assurance review on the Provincial Tribal Council ABSA Bank Cheque account and the capital distributions that were made from the Provincial Tribal Council ABSA bank account to the individual Tribal Council bank accounts.
- 3.2. The review should give reasonable assurance that all amounts paid from the Provincial Tribal Council ABSA Bank account were paid to the correct Tribal Council bank account. The payments made out from the Provincial Tribal Council ABSA Bank account should be tested for accuracy and validity as against the published gazette.

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- 3.3. The engagement should be conducted in line with International Standards on Auditing (ISA)

4. SCOPE

- 4.1. The scope of the review is to verify payments made to the approximately 236 Tribal Council bank accounts against the gazette.
- 4.2. The review includes verifying the existence of the Tribal Councils through third party confirmation with the relevant financial institutions and the Department of Cooperative Governance, Human Settlements and Traditional Affairs (CoGHSTA)).
- 4.3. The audit firm appointed will, *inter alia*, perform the following:
- a) Verify that any further payments made subsequent to the publishing of the gazette from the Provincial Tribal Council ABSA Bank account held by Limpopo Provincial Treasury were authorised and made to the appropriate beneficiaries.
 - b) Verify interest earned on the funds held in the Provincial Tribal Council bank account and ensure the interest has been accounted for in the Provincial Tribal Council ABSA Bank account.
 - c) Review the methodology and calculations to pay out proposed interest payments to the relevant Tribal Councils in terms of the House of Traditional Leaders resolution taken in their meeting held on 25 and 26 April 2022.
 - d) Confirm the remaining unallocated capital balance in the Provincial Tribal Council ABSA Bank Account and the associated interest amount to be retained in the Provincial Tribal Council ABSA Bank Account.
 - e) Perform any other procedures to confirm accuracy and completeness of the Provincial Tribal Council ABSA Bank account held by Limpopo Provincial Treasury as at the date of the review.

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4.4 The review procedures developed should cover the following aspects:

a) Verification and confirmation of opening balances as per PROVINCIAL GAZETTE EXTRAORDINARY no. 2164 dated 12 FEBRUARY 2013 – Provide reasonable assurance on the **occurrence and accuracy** of the opening balances distributed to the individual Tribal Council.

b) For movements post the 2013 gazette: It is expected that **substantive test of detail** be performed for movements post the 2013 gazette:

(i) Verify the accuracy and validity of the payments made out of the Provincial Tribal Council ABSA Bank account to the individual Tribal Council accounts (i.e. the payments made were authorized and approved by the appropriate official and were paid to the correct Tribal Council and that each Tribal Council exists)

(ii) Verify the **completeness** of interest earned in the Provincial Tribal Council ABSA Bank Account..

c) Determine the rationale and soundness of the methodology proposed for the distribution of the interest earned on the Provincial Tribal Council ABSA Bank account to the individual Tribal Council accounts.

d) Provide reasonable assurance that no fraudulent activities and maladministration have taken place in the Provincial Tribal Council ABSA Bank account and the distributions to the Tribal Council accounts.

4.5. The successful registered audit firm will be expected to conduct a Limited Assurance Review for Provincial Tribal Council ABSA Bank Account held by the Limpopo Provincial Treasury and produce a report with findings of the review conducted on the account.

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5. CODE OF PROFESSIONAL ETHICS

5.1. The audit firm and the members of the audit team are expected to apply and uphold the following principles of ethics:

- a) **Integrity** – to be straight forward and honest in all professional and business relationships.
- b) **Objectivity** – to exercise professional or business judgement without being compromised by:
 - i. Biasness;
 - ii. Conflict of interest; or
 - iii. Undue influence of, or undue reliance on, individuals, organisations, technology or other factors.
- c) **Professional Competence and Due Care** – to:
 - i. Attain and maintain professional knowledge and skill at the level required to ensure that a client or employing organisation receives competent professional service, based on current technical and professional standards and relevant legislation; and
 - ii. Act diligently and in accordance with applicable technical and professional standards.
- d) **Confidentiality** – to respect the confidentiality of information acquired as a result of professional and business relationships and should not be used for any other purpose.
- e) **Professional Behaviour** – to:
 - i. Comply with relevant laws and regulations; and
 - ii. Behave in a manner consistent with the profession's responsibility to act in the public interest in all professional activities and business relationships.

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6. QUALIFICATIONS AND EXPERIENCE REQUIRED

6.1. The following are minimum expertise and capacity requirements. The audit firm must have :

6.1.1. The necessary skill, knowledge, capacity and resources to meet the needs of Limpopo Provincial Treasury and to carry out the obligations.

6.1.2. The knowledge and a comprehensive understanding of the public sector and demonstrate an understanding of public sector legislations.

6.1.3. As a minimum the category of personnel as listed under paragraph 6.2 of this terms of references. The engagement partner must be directly involved in every engagement review undertaken.

6.1.4. A quality control unit responsible for ensuring that the reports are of appropriate quality.

6.1.5. A clear audit approach and methodology for this project.

6.2. Generally, three categories of experts will be required as outlined below:

a) Category 1 – Partner (ANNEXURE A)

Highly qualified experts, registered as a Chartered Accountant (SA), and assuming or having assumed important responsibilities in their area of specialization. He/she must have at least **10 to 15 years** of professional experience of which 10 years professional experience must include leading a finance audit team. The partner should be authorized to certify the accounts by the law of the country in which the service provider has its registered place of business.

b) Category 2 – Audit Manager (ANNEXURE B)

Qualified experts, possessing relevant university/university of technology qualifications and a good knowledge of the public sector. They must have at least **6 to 10 years'** professional experience, including experience of leading finance audit team.

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c) Category 3 – Auditor (ANNEXURE C)

Qualified experts possessing relevant university/university of technology qualifications and a good knowledge of the public sector with at least **3 to 5 years** professional experience in finance auditing.

- 6.3. The service provider must provide curriculum vitae for each team member proposed to participate on the assignment for the purpose of evaluation of the team of auditors.
- 6.4. Should the firm foresee a need for any expert this should form part of the proposal.

7. EVALUATION PROCESS

- 7.1. Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Regulations of 2022 and Provincial Treasury Supply Chain Management policies.
- 7.2. Responsive bids will be evaluated on the 80/20 principle.
- 7.3. Evaluation of bids will be conducted in two (2) phases as follows:

a) Phase 1 – Functionality

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation. **Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation on technical requirements i.e., Phase 2.**

Eligibility/Pre-qualification criteria
Methodology The review strategy should detail, amongst others, the method which the audit firm will use to satisfy itself on the existence, completeness, valuation & allocation and rights & obligations of the Provincial Tribal Council ABSA Bank Account held by Provincial Treasury on behalf of the beneficiaries.

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The bidder must have knowledge and a comprehensive understanding of the public sector and demonstrate an understanding of public sector legislations and related regulations (e.g financial and supply chain management).

The bidder must have a quality control unit responsible for ensuring that the reports are of appropriate quality.

The bidder must have previous experience, skill, knowledge, capacity, and resources to meet the needs of Limpopo Provincial Treasury and to carry out the obligations.

The bidder must have as a minimum the category of personnel with appropriate qualifications and experience as listed under paragraph 6.2 of this Terms of References. The engagement partner must be directly involved in every engagement review undertaken.

b) Phase 2 –Pricing and Preference points

The value of this bid is estimated not to exceed R1 000 000.00 million (all applicable taxes included) and therefore the 80/20 point system shall be applicable in terms of the Preferential Procurement Regulations of 2022. Preference points shall be allocated as follows:

Folio No.	Criteria	Points
7.1.	Price	80
7.2.	Specific Goals (as per table below)	20
TOTAL		100

- Bidders are required to duly complete SBD 6.1 and attach proof/means of verification as required (Proof of Local Address), failure to complete and submit documentation will lead to non-allocation of preference points.

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- Persons with disabilities ownership > 51%, are required (compulsory) to submit a medical certificate from a recognized Medical Practitioner, failure to submit the means of verification will lead to non-allocation of preference points.
- Bidders are urged to read and understand the contents of SBD 4 form and special attention on 2.3, failure to disclose the information will lead to disqualification.

Preference points to be allocated as follows:	Points allocation	Means of Verification
Black people ownership > 51 %	7	CSD and/or copy of company registration document
Women ownership > 51 %	6	CSD report
Persons with disabilities ownership > 51%	2	CSD and Medical certificate from a recognized Medical Practitioner
Youth ownership > 51 %	3	CSD Report
Locality – business/company based within a specific region	2	Proof of Local Address (municipal account or address confirmation from local authority)

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Technical/Functional Evaluation Criteria	MEANS OF VERIFICATION	Weight score	Scoring Criteria
Evaluation Criteria			
1. Review Methodology	Detailed Project Proposal	60	60 points = where bidder proposal demonstrate unique technical competencies, have undertaken similar project, outlined and applied relevant and applicable legislations and has a quality control unit in place. 40 points = where bidder proposal demonstrate technical competencies, outlined relevant and applicable legislations and have a quality control unit in place. 20 points = where bidder proposal demonstrate unique technical competencies and outlined relevant and applicable legislative requirements. 0 points = where bidder proposal doesn't demonstrate technical competencies to undertake the review and firm doesn't have a quality control unit.

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Technical/Functional Evaluation Criteria	MEANS OF VERIFICATION	Weight score	Scoring Criteria
Evaluation Criteria			
2. Previous experience in Audit. (Provide nature of audit; and the Rand value of the bid/contract investigated on such projects and at least three (3) contactable references)	Attach relevant proof (number of years in business). For example, appointment letter, service level agreements, project close-up report, etc.	10	Audit Firm experience: 10 points = at least 10 years and above 5 points = 5 - 9 years 3 points = 2 - 4 years and below 0 points = 2 years and below
3. Level of experience and qualifications of all personnel that will be directly engaged in the execution of the project (refer to paragraph 6.2 of this Terms of References).	Attached certified and valid copies of professional qualifications of the team.	10	10 points = 15 years and above 5 points = 10 - 14 years 3 points = 5 - 9 years and below 0 points = 4 years and below
3.1. Experience			
3.1.1. Audit partner: registered as a Chartered Accountant (SA), 10 – 15 years with at least 10 years of leading in a senior management/audit partner level		5	5 points = at least 10 years and above 3 points = 6 - 9 years 0 points = 5 years and below
3.1.2. Audit Manager: 6 - 10 years' experience including leading an audit team			
3.1.3. Auditor: 3 – 5 years' experience in audit		5	5 points = at least 5 years and above

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Technical/Functional Evaluation Criteria	MEANS OF VERIFICATION	Weight score	Scoring Criteria
Evaluation Criteria			
			3 points = 3 – 4 years 0 points = 2 years and below
3.2. Qualification a) Chartered Accountant (SA) b) Master's or equivalent c) Honors / professional qualification or equivalent d) Degree or equivalent e) National Diploma f) Grade 12 or equivalent		10	10 points = at least 60% of the team have master's degree or are professionally qualified 8 points = at least 60% of the team have honors degree 5 points = at least 60% of the team have a degree 3 points = at least 60% of the team have a national diploma 0 points = at least 60% of the team have grade 12 and below
Total		100	
Threshold		70%	

The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for inclusion into the panel.

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8. DURATION OF THE PROJECT / CONTRACT

- 8.1. The duration of the contract will run for a period not exceeding three (3) months and will commence as agreed in the Service Level Agreement (SLA) signed between LPT and the appointed service provider.
- 8.2. The contract may with the agreement of the service provider not exceeding an additional three (3) months,
- 8.3. No extension of the contract will be carried out without approval of LPT. Any amendment or deviation of the scope or these TOR's must be discussed with the Project Steering Committee and thereafter be reduced to writing and signed by both parties as an addendum to the SLA.
- 8.4. Work must be carried out as per the agreed SLA.

9. CONTINUITY, PRESENCE AND PROFILES OF SENIOR STAFF IN THE PROJECT

- 9.1 The service provider must submit the profiles/CVs of the selected team members and specialists for the project together with the bid documents.
- 9.2 The service provider must guarantee the presence of the senior in charge of fieldwork throughout the duration of the investigations.
- 9.3 If there are any changes in the appointed project team, proper hand over should be done to another well experienced team member, in consultation with LPT.
- 9.4 Any changes to the project team must not have any negative impact on the project.
- 9.5 LPT reserves the right to reject the proposed replacement and should an agreement not be reached the forensic investigation team must agree to the review of the contract.

10. SPECIAL CONDITIONS OF CONTRACT

10.1 Bidder's own terms and conditions or qualifications of bid

This document contains the terms and conditions of this bid, and bidders must not change/amend the TOR or come up with their own terms and conditions.

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10.2 Reservation of Rights

10.2.1. LPT reserves the right to –

- (a) invite bidders to make presentations regarding any aspect (s) of the bid;
- (b) request further information or document (s) from any bidder after closing date;
- (c) Communicate only with the shortlisted bidders as and when necessary;
- (d) Verify information and documentation of respective bidder from the National Treasury's Centralized Supplier Database (CSD) system, South African Revenue Services (SARS), Private Security Industry Regulatory Authority (PSIRA), Companies & Intellectual Property Commission (CIPC), National Treasury or any other relevant entity or visit the premises of the bidder at any time without notice. Any information received which does not correspond with the one provided in the bid document will render the bid null and void;
- (e) at any reasonable time, inspect the premises of the bidder;
- (f) negotiate the final price; and
- (g) award the bid to a bidder who did not score the highest points.
- (h) Non-adherence to specified timelines may result in penalties being imposed.
- (i) LPT reserves the right to withdraw the contract before appointment.
- (j) No variation to the accepted proposal will be permitted, unless there is prior approval.

10.3 Bid Acceptance

The preferred bidder will be accepted subject to the condition that the preferred bidder signs a contract and service level agreement prepared by LPT within seven (7) days of the conditional award.

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10.4 Termination of Contract

10.4.1 Bidders must acquaint themselves with the provisions of section 30 of the Public Service Act, 1994 (Proclamation 103 of 1994) and ensure that where applicable, natural persons who constitute the bidder comply with these laws. LPT reserves the right to disregard a bid or cancel the contract with the winning bidder if the bidder, –

- (a) has failed to comply with any legal or policy requirement that the bidder must comply with in order to enter into a valid contract with LPT, including but not limited to any public servant constituting or in the employ of the winning bidder not having the necessary permissions or authorization in terms of the Public Service Act, or not having made the necessary financial disclosures to the employer or not having declared any or all interests in the bid documents;
- (b) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining any other contract with any other state institution, government department, provincial administration or public entity;
- (c) after notification that the bid has been conditionally accepted, either fails, refuses or neglects or causes undue delays in the signing of the contract and service level agreement; or
- (d) has entered into any arrangement or agreement with any other natural or corporate person, whether legally binding or not, must refrain from bidding for this contract.

10.4.2 LPT may immediately terminate the contract without any notice if any of the following circumstances occur or exist:

If the bidder –

- (a) commits an act of misconduct or technical incompetence;
- (b) commits or participates in any unlawful, dishonest or unethical act in the performance of its obligations under this contract; or
- (c) breaches this contract.

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10.4.3 LPT may cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of the bidder), firm or company (The expression "person, firm or company" shall include an authorized employee or agent of such a person, firm or company):

- (a) is executing a contract with government unsatisfactorily;
- (b) has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the Public Service in connection with obtaining or executing a contract;
- (c) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he/she has managed his/her affairs in such a way that he/she has in consequence there-of been found guilty of a criminal offence;
- (d) has approached an officer or employee in the Public Service before or after bids have been called for, to influence the award of the contract in his/her favor;
- (e) has withdrawn or amended his/her bid after the time set for the receipt and opening of bids;
- (f) when advised that his/her bid has been conditionally accepted, has given notice of his/her inability to execute or sign the contract or to furnish any security required;
- (g) has disclosed to any other person, firm or company the exact or approximate amount of his/her proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation of the bid;
 - i. LPT may, in addition to any other legal recourse which it may have, cancel the contract between LPT and such person, firm or company and /or resolve that no bid from such a person, firm or company will be favorably considered for a specific period.

10.5 Conflict of Interests

Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in

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executing the contract. Bidders must have internal control measures in place to identify potential conflicts and to bring them to the attention of LPT.

10.6 Costs incurred by bidder.

LPT will not be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and submission of its bid.

10.7 Bid binding

All written information, warranties and representations made by or on behalf of the bidder before conclusion of the contract are binding upon the bidder and are deemed to have induced LPT to enter into this contract.

10.8 Liability

The bidder is responsible and liable for-

- (a) the conduct, acts and omissions of the bidder and/or agents or representatives.
- (b) injury to any person, theft, loss, or damage suffered by LPT, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any statutory duty by the bidder or its employees, agents or representatives of the bidder. Under such circumstances, the bidder must, at its own expense, make good the loss or damage on demand and on the terms of LPT.

10.9 Intellectual Property Rights

- (a) Copyright to all inventions and innovations developed using the products and methodologies offered by the bidder shall be vested in the Limpopo Provincial Administration in particular and in the State in general. Copyright, patent rights and all similar rights in any works or products created as a result of the execution of this bid and its assignments shall vest in and are hereby transferred to the LPT, unless the contrary is agreed to in the form of individual written agreements signed by the bidder and the Accounting Officer of LPT or his/her delegate. For this

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purpose, all works created in terms of this bid and its assignments shall be deemed to have been created under the direction and control of LPT.

(b) All data, data structures, forms and report formats designed or generated in the provision of training shall become the sole and exclusive property of LPT immediately upon acceptance of the service or service component. It is the responsibility of the service provider to hand back all data, data structures, forms and report formats to LPT at the end of the contract.

10.10 Bidder conduct

Bidders must –

- (a) use and adopt reasonable professional techniques and standards in providing the service;
- (b) monitor project implementation against set targets, costs and timeframes.
- (c) provide services with all due care, skill and diligence.
- (d) ensure continuity of services to LPT.
- (e) be able to execute the contract under the supervision of the appointed member(s) of the Project Steering Committee;
- (f) comply with all industry best practices and standards issued or published by any provincial or national governing body, council or organisation;
- (g) all reports issued by the service provider must be endorsed by the Project Steering Committee prior to submission to LPT;
- (h) ensure that senior personnel, its employees or engagement partners observe confidentiality and do not use any information obtained pursuant to this contract for any reason other than for the proper discharge of the bidder's obligations under this contract. The bidder must have systems in place to monitor compliance in this regard;

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- (i) not in the process of fulfilling its obligations in terms of this contract, use any labour or intellectual capacity of any employee of the state, including employees of the LPT, for remunerative purposes, unless such employee has the necessary written authorization;
- (j) upon notice by LPT, revise or amend any report that the LPT is not satisfied with, within a time period specified by the LPT in that notice; and
- (k) immediately upon receipt of a notice from LPT, promptly replace or re-execute, at the LPT's option, any portion of the services which within a period as determined by the LPT, from the date upon which they are delivered to the LPT are found to be defective in design or suffer from any non-conformity with this agreement;
- (l) The bidder must further, at its expense ensure that every person involved in the execution of this contract and engagement partners are-
 - i. **Suitably qualified, properly skilled, experienced, trained and competent to render the Services.** LPT may interview any person appointed by the Service Provider to execute this contract to test their understanding of the key deliverables in terms of this contract; and
 - ii. Where applicable, registered with relevant professional bodies.
- (m) record their qualifications and professional experience in order for LPT to determine the suitability, qualifications and experience of the bidders to execute the key deliverables in terms of this bid. **Senior key personnel must be in charge of fieldwork throughout the duration of the contract. Any changes to the appointed project team must be done through written approval of the PSC (Project Steering Committee).** LPT reserves the right to reject the proposed replacement. These changes to the project team should not have a negative impact on the project deliverables.
- (n) By bidding, the Service Provider is deemed to have satisfied itself regarding all conditions affecting this contract and must at all times comply with the manifest intent and obligations of this contract.

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11. BID PRICE

- 11.1 Bid price must be in South African Rand including VAT, and any other additional cost.
- 11.2 Bidders must prepare a pricing schedule signed by the authorized signatory, indicating costs per activity (phase) and costs for the duration of the contract.
- i. A breakdown of the hourly tariff, (VAT inclusive) per resource (e.g., Director, Manager and other relevant level of expertise) as required for service rendered and an estimated percentage of disbursements (VAT inclusive) for the duration of the project. Refer to annexure A attached.
 - ii. Should there be a discrepancy between the prices in the schedule and the total price indicated on the bid form, **LPT will consider the total price on the bid form (SBD 3.1)**
- 11.3 Prices will remain firm for the duration of the contract, and it is the responsibility of the bidder to consider all costs and all possible escalations when compiling bid prices except where additional travel may be required to engage other benchmark entities, these will be at the request and approval of LPT. Once the bid is awarded, no request for price escalation will be entertained, regardless of the reasons for such request.
- 11.4 Where possible, the hourly rates as laid down by the Auditor-General for any audit / forensic audit performed on behalf of government must be used as a guideline and should not be exceeded.
- 11.5 LPT shall not pay for any unproductive or duplicated time spent by the service provider on any assignment because of staff changes or redrafting of reports due to incorrect findings.

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12. ACCEPTANCE OF BID

12.1 Methodology

The recommended bidder will be required to provide a project plan for implementation. The project plan should cover various phases in accounting and audit in line with the scope of work outlined under item 4 above and must have a minimum of the following:-

- a) Clear deliverables agreed with LPT in line with the scope of work,
- b) Projected timeline to complete specific activities including reporting milestones at key stages of the project over a period of two years.
- c) The project plan must also detail, amongst others, the methodology on the rollout, monitoring, completeness and allocation of resources,
- d) Contact person to liaise with LPT and the entity to facilitate the programme,
- e) Provide a schedule of meetings to give progress of the scope of work.

12.2 Professional Registration

Proof of professional registration of the entity and affiliation for team members must be submitted in the form of certified copies of the relevant registration documents.

12.3 Screening and Vetting

Acceptance of bid is subject to the condition that both the contracting entity and its audit team members be cleared by the appropriate authorities to the level of CONFIDENTIALITY/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the LPT.

12.4 Central Supplier Database registration

The accounting/audit entity should be registered on the National Treasury central supplier database.

12.5 Appointment

Should the bid be accepted, LPT will issue a written letter of acceptance and in addition, a formal agreement will be entered between LPT and the appointed entity on the basis of an approved support plan for each phase of the assignment.

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12.6 Price

- a) The financial proposal must provide a breakdown of total costs for each category / team member for the duration of contract (12 months).
- b) The entity should retain evidence of travel and accommodation expenses and other travel documents. Such documents may have to be presented to the LPT for verification.
- c) Transport costs are reimbursed in accordance with the rules applicable for service contracts.
- d) The financial proposal must be submitted in South African Rands.
- e) LPT reserves the right to negotiate hourly charge-out rates submitted by bidders.

13. PAYMENT CONDITIONS

13.1. Invoices and payments

13.1.1 The contract price is –

- (a) Payable in terms of the payment schedule at the completion of each phase, and upon satisfactory discharge of all obligations of the Service Provider and delivery of the services to LPT in terms of this contract. LPT will not make payment to the Service Provider in the event the Service Provider fails to satisfactorily perform any of its obligations in terms of this contract; and
- (b) Payment of service rendered shall be based on the number of hours worked and kilometers travelled. Payment in terms of travelling shall be based only on distance/ kilometers travelled between allocated works submitted as per the rates in the pricing schedule within the boundaries of Limpopo.
- (c) Fixed for the duration of the contract, and the Service Provider may under no circumstances approach or request the LPT for an increase in the contract price.

13.1.2 The Service Provider must submit an invoice for payment to be processed.

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13.1.3 The Limpopo Provincial Treasury shall be responsible for effecting payments within thirty (30) days upon submission of invoice by the service provider and only after confirmation of the services rendered by the relevant Directorate.

13.1.4 No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.

13.1.5 Payment is subject to the service provider meeting the deliverables as per the SLA.

13.1.6 No advance payments will be made for the execution of this project.

13.1.7 Payments will be made by an electronic transfer, into the Service Provider's Bank Account as appeared on the verified CSD report of that service provider and invoice.

NB: The department reserves the right to negotiate the final price.

14 SUBMISSION OF DOCUMENTS, BRIEFING SESSION, AND CLOSING DATE

- **Submission of documents**

- Please ensure that the bid documents must be submitted in a sealed envelope / package.

- **No briefing session will be held for this bid:**

- **Closing date of the bid is on the 14 March 2024 at 11h00**

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