

TOR for the procurement of the Professional Service Provider to audit the information related to the EPWP projects: EC, FS and NC – Tourism Buddies Learnership Programmes

8.1.1.1.3 Original Tax Clearance Certificate

8.1.1.1.4 Copies of any Shareholders agreement

8.1.1.1.5 ID copies of Shareholder/Directors

8.1.1.1.6 A copy of the current memorandum and articles of association of the company or constitutional documents of the company

8.1.1.1.7 B-BBEE Credentials

8.1.1.1.8 Declaration of interest

8.1.1.1.9 Proof of professional membership and/or registration with with the Independent Regulatory Board for Auditors (IRBA) and/or the South African Institute of Chartered Accountant (SAICA).

8.1.1.1.10 Signed reference letters on a letterhead of a referring institution or organisation.

8.1.1.2 Any bid that fails to fully comply with the submission requirements is an unacceptable bid and will be disqualified from the bidding process, as such will not be evaluated for functionality and price

8.1.2 Phase 2: Functional / Technical Evaluation

8.1.2.1 The service provider will be evaluated on functionality. The Bid documents will be evaluated individually on score sheet, according to the evaluation criteria indicated in the Terms of Reference. All bidders who scored at least 60 out of 100 for functionality will be considered for further evaluation.

8.1.2.2 A bid proposal will be disqualified if it fails to meet the minimum qualifying score for functionality as per the bid invitation.

8.1.2.2 The following criteria will be used in particular as the criteria for appointment:

1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent

Criteria Description	Application of the Criteria	Documents to be submitted	Weight
Current and past proven	Provision of at least three (03) contactable references of similar projects completed in	Attach relevant reference letters of the work done. The	25