the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	**SCM NOV 01**
Date RFQ Issued:	**07 November 2024**

Request for Quotation on behalf of the Department of Trade, Industry and Competition (the dtic)

The dtic hereby invites suitable service providers to provide the department with a quotation in accordance with requirements as per Annexure A, or in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	**MAAA**
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Ansa Venter
E-mail address	aventer@thedtic.gov.za
Telephone number	012 394 5782
Closing date and time for quotation	14 November 2024 – 12h00
Quotations to be e-mailed to **the dtic** provided email	Service providers must submit their functional/technical proposal folder / file via email to RFQs@thedtic.gov.za. The functional/technical proposal folder / file should ***only*** contain the functional/technical proposal, but **NO** financial information. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal**. The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original certified copy of the BBBEE certificate or Affidavit must be submitted in a **SEPARATE** folder / file via email to FinancialProposals@thedtic.gov.za

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific goals.
4. No quotation will be considered from service providers employed by the state.
5. ***Quotations should be valid for a minimum period of 60 days from the date the RFQ closed.***

6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the **SBD 6.1** claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.

   HDI(Race, Women and People with disabilities)
   - Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
   - Proof of Race and women-attach latest CSD report

   Small Medium Micro Enterprises (SMME's)
   - Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17

   Local Procurement (Provincial / Municipal)
   - Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)

   B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)
   - B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBBEE guide paragraph 17

9. ***Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.***
10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
11. All prices quoted MUST be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
12. All quotations must be strictly in accordance with Annexure A.
13. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
14. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

EVALUATION CRITERIA

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)[1]. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points[2]
- This RFQ is line with the PREFERENTIAL PROCURENT REGULATION 2022

[1] "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
[2] "highest total points" equals the point scored for price added to the points for preferential procurement and RDP goals.

POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

…………………………………	……………………………………………………
Signature	Date
…………………………………	……………………………………………………
Position	Name of bidder

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic

ANNEXURE A

Requirement list / Specifications			
SUBJECT: TO APPOINT AN EXTERNAL SERVICE PROVIDER TO CONDUCT AN INDEPENDENT VALIDATION ON THE QUALITY OF the dtic's INTERNAL AUDIT FUNCTION			
Item No	**Number of Units**	**Item description**	
1			
2		Please refer to the attached ToR	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
20			

____
Company Name

____
Signature

____
Date

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION*)					
BID NUMBER:	SCM NOV 01	CLOSING DATE: 14 NOVEMBER 2024		CLOSING TIME:	12H00
DESCRIPTION	TO APPOINT AN EXTERNAL SERVICE PROVIDER TO CONDUCT AN INDEPENDENT VALIDATION ON THE QUALITY OF **the dtic**'s INTERNAL AUDIT FUNCTION.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)					

Service providers must submit their functional/technical proposal folder / file via email to RFQs@thedtic.gov.za The functional/technical proposal folder / file should only contain the functional/technical proposal, but NO financial information. Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.
The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original certified copy of the BBBEE certificate or Affidavit must be submitted in a SEPARATE folder / file via email to FinancialProposals@thedtic.gov.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

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
(Professional Services)

NAME OF BIDDER: .... RFQ NO. **SCM NOV 01**

CLOSING TIME **12:00** CLOSING DATE: **14 NOVEMBER 2024**

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF RFQ.

NB! PLEASE TAKE NOTE THAT PRICING/FINANCIALS MUST NOT BE IN THE FUNCTIONAL PROPOSAL FOLDER/FILE. FINANCIAL INFORMATION MUST ONLY BE SUBMITTED IN THE FINANCIAL PROPOSAL FOLDER/FILE, WHICH MUST BE SUBMITTED IN A SEPARATE FOLDER/FILE. FAILURE TO COMPLY HEREWITH WILL LEAD TO **AUTOMATIC DISQUALIFICATION**.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

TO APPOINT AN EXTERNAL SERVICE PROVIDER TO CONDUCT AN INDEPENDENT VALIDATION ON THE QUALITY OF the dtic's INTERNAL AUDIT FUNCTION.

1. Prices must be quoted in RSA currency and include VAT.

2. The contract will be based on an hourly rate which must be **fixed for the 200 hours** and ****travel and accommodation costs which will be paid in line with National Treasury prescripts as and when required.

3. KEY STAFF AND POSITION Hourly rates

______________________________ R__________/hour

______________________________ R__________/hour

______________________________ R__________/hour

4. Period required for commencement with project after acceptance of bid: ____________________

5. Is the hourly rate quoted **fixed** for the full period of the contract? **YES / NO (delete the one that is not applicable)**

6. ****Compliance with National Treasury Instruction on Cost Containment:

7.1 Air Travel will be restricted at Economy Class.
7.2 Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa / the monthly rates published by the Department of Transport.
7.3 Accommodation – R1350 per night, per person, including breakfast, dinner and parking (or as amended by National Treasury).
7.4 Parking expenses will not be for **the dtic's** account.
7.5 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and **the dtic** head office will not be for the account of **the dtic**.
7.6 Travel and accommodation requirements must be pre-approved by the Chief Director HR & LC of **the dtic**.

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

BIDDERS WHO SUBMIT FINANCIAL PROPOSALS BASED ON NON-FIRM PRICES WILL AUTOMATICALLY BE DISQUALIFIED

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.

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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship 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,(name and sumame) .... the undersigned, 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.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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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.

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.

3.7 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

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

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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 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 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:

80/20 or **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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.

(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)
HDI (Race / Women/ People with disability)		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

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:	....
	....
	....
	....

the **dtic**

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

THE TERMS OF REFERENCE:

TO APPOINT AN EXTERNAL SERVICE PROVIDER TO CONDUCT AN INDEPENDENT VALIDATION ON THE QUALITY OF the dtic's INTERNAL AUDIT FUNCTION

REQUEST FOR PROPOSALS:
The Department of Trade, Industry and Competition **(the dtic)** invites interested service providers to submit proposals for conducting an independent validation on the quality of **the dtic's** Internal Audit Function.

1. PURPOSE

To appoint a service provider to conduct an independent validation of the self-assessment quality assurance review of **the dtic's** Internal Audit Function.

2. BACKGROUND

According to the Internal Audit Standards it is stated that the Head of Internal Audit shall develop performance measures (key performance indicators) for consideration and endorsement by the Audit Committee, as a means for the Performance of the Internal Audit Function to be periodically evaluated. Internal Audit shall also be subjected to an independent quality assurance review at least every five years. Such review shall be in line with the Standards of Professional Practice for Internal Audit and be commissioned by the Chief Audit Executive who will report the results to **the dtic** Audit Committee.

the dtic Internal Audit Unit has conducted Self-Assessment Reviews and External Quality Assurance Reviews in the 2010/11, 2015/16 and 2019/20 financial years. As guidance from the IIA SA; this external review must be updated for the 2024/25 (every 5 years) financial year hence **the dtic** Internal Audit must be subjected to external validation, by an Independent Service Provider, to satisfy compliance to a fourth 5 year IIA Quality Review.

3. OBJECTIVE

The objectives of the project are as follows:

3.1. Assess efficiency and effectiveness of the IA activity in relation of its approved Charter. The expectations of the audit committee, executive management and the Chief Audit Executive (CAE). Consider the IA activity's needs and objectives, as well as the future direction and goals of the organisation;

3.2. Appraise the risk to the organisation on whether the Internal Audit Activity is performing at an effective level and conforming to the current IIA Standards;

3.3. Provide an opinion as to whether the internal audit activity complies with the IIA's International Standards for the Professional Practice of Internal Auditing and its Code of Ethics; and

3.4. Identify opportunities and offer ideas and counsel to the CAE and staff in improving their performance and that of the Internal Audit Activity.

4. METHODOLOGY

The Service Provider is expected to outline and explain the methodology that will be used to **conduct the independent validation of the dtic's Internal Audit function's self-assessment quality assurance review (QAR).**

5. SCOPE OF WORK

The scope of the project will include the following:

5.1. Review the implementation of the 2017 Standards (Attribute and Performance) including the existence of a quality assurance process and the provision of consulting services. The review will include aspects of Compliance, Performance, and IT Audit;

5.2. Assess the efficiency and effectiveness of the Internal Audit activity with regards to the following:

a) It's Charter.

b) Expectations of the Audit Committee, Executive Management, and the CAE.

c) Its current needs, exposures to performing at less than an effective level and adjustment if required, in terms of the future direction and goals of the organisation.

5.3. Identify opportunities, offer ideas and provide counsel to the staff for improving their performance. Whether there were successful practices that the Internal Audit activity implemented; and did those practices added value to management and the Audit Committee and promoted the image and credibility of the activities within **the dtic**;

5.4. Evaluate the activity's organisational structure and approach used in auditing to determine whether resources are adequate to ensure proper audit coverage in all areas/functions of **the dtic**'s business. This will also include the information technology audit function. Commenting on the background and experience of staff, as well as training schedule and certifications;

5.5. Determine the perception of internal auditing through interviews and survey with executive management. Provide insights into their level of satisfaction with internal audit services, along with appropriate suggested changes;

5.6. Examine internal auditing techniques and methodology for testing systems of control; and

5.7. Identify ways to enhance internal audit activities, policies and practices, as well as coordination with external auditors.

6. DELIVERABLES

6.1. Validate the performance of the Internal Audit Unit in accordance to the QAR Standards of IIA as stated in scope of work of this TOR.

6.2. A detailed report (hard and soft copy) covering:

- Compliance with the Standards;
- Areas for improvement both on governance level and a performance level in accordance with the IIA prescripts;
- Recommendations of application of "best practices"; and
- Presentation of the Summary to **the dtic's** Audit Committee.

7. QUALIFICATIONS AND EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER

To be considered for this RFQ, the service provider and proposed team must have the following qualification and experience:

7.1. At least 10 years working experience for each of the proposed team members, in the field of auditing, with a minimum qualification in Auditing;

7.2. At least one member of the external assessment team be a Certified Internal Auditor;

7.3. The Completion of external quality assessment training by the proposed Team, as recognized by The Institute of Internal Auditors;

7.4. Attestation by assessment team members that they have no conflicts of interest, in fact or appearance.

7.5. Provide a list with details (name, surname, qualifications, years of experience, etc.) of the project team, project leader and each member's CV; and

7.6. Demonstrate previous experience in conducting QAR evaluations by providing three references of similar work performed in the public sector in the past 5 years.

7.7. The bidders must make use of a two folder submission system separating functionality and financial proposals in two separate folder / file. NO financial information may be contained in the functional proposal as this will lead to automatic disqualification. Submission must be done as per par 9 and 15.

FAILURE TO COMPLY WITH PAR. 7 OF THIS TOR WILL AUTOMATICALLY DISQUALIFY THE PROPOSAL.

8. CONDITIONS OF TENDER

8.1. As a condition for this RFQ, the service provider should have current technical capacity to conduct QAR validations as per the IIA Standards. In order to prove this, the service provider must provide details of staff having the accreditation to conduct Quality Assurance Review;

8.2. Copies of the qualifications of the service providers' team members must be included as proof and foreign acquired qualifications should be endorsed by South African Qualifications Authority (SAQA) before they can be considered by **the dtic**;

8.3. A detailed project plan detailing how the work will be carried out should be submitted and it must include a detailed work plan;

8.4. The service provider should provide a schedule of deliverables (Gantt Chart) and proposed meeting dates with **the dtic;**

8.5. Participation of the project team: All listed project team members must participate actively including attendance to project presentation at **the dtic.** Each member's role must be clearly outlined in the project plan;

8.6. A service level agreement must be signed with the successful bidder before work commences;

8.7. Copyright and intellectual property right to all documentation, reports etc. that emanate from this assignment will vest in **the dtic**;

8.8. Compliance with the required qualifications and minimum years' experience as required in par. 7; and

8.9. The bidders must submit their functionality/technical proposal by email to RFQs@thedtic.gov.za on or before 14 November 2024 at 12:00. No financial information to be contained in the functional proposal as this will lead to automatic disqualification.

The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original/original certified copy of the BBBEE certificate or Affidavit must be submitted by email to FinancialProposals@thedtic.gov.za on or before 14 November 2024 at 12:00

9. PRICE

9.1. The service provider must provide a detailed (itemized) budget quoted in South African currency (ZAR) inclusive of VAT. This should include a payment schedule linked to deliverables.

The cost must be quoted on a rate per hour basis. the dtic will only pay on a rate per hour basis.

9.2. The quotation value must represent the total cost on the project which will be payable by **the dtic** to the appointed service provider upon satisfactory work delivery and as per the agreed payment schedule.

9.3. **Pricing should be in line with the SAICA (AGSA) approved rates.**

9.4. The payment schedule must clearly show the deliverables.

DUE DILIGENCE

10. THE DTIC OBLIGATIONS

10.1. The project management team composed of the Chief Audit Executive, Director and Deputy Director of **the dtic** will supervise the project.

10.2. The project leader from **the dtic** Internal Audit Unit will serve as the contact person on all matters relating to the project.

10.3. The project leader will review, evaluate and approve the services provided by the service provider against the Service Level Agreement on an on-going basis.

10.4. **the dtic** will supply all reasonable, relevant, available data and information required and requested by the service provider for the proper execution of the services and such assistance as shall reasonably be required by the service provider or researchers in carrying out their duties under this contract.

11. SERVICE PROVIDER'S OBLIGATIONS

11.1. The service provider undertakes to act as an independent contractor in respect of the work.

11.2. The service provider shall attend meetings with officials whenever required to do so for the purposes of obtaining information or advice with regards to the work and assignments or any matters arising there from or in connection therewith.

11.3. The service provider shall be responsible for its own computers and its own technical literature to adequately perform its functions.

11.4. The service provider shall exercise all reasonable skill, care, independence and due diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards. The service provider shall in all professional matters act as a faithful advisor to **the dtic** as well as respecting the laws and customs of the country in which any business in relation to the project conducted.

11.5. The service provider shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.

11.6. The service provider shall plan and provide all possible risks that may affect the delivery project on time and what mechanisms are in place to manage such risks.

11.7. The service provider shall engage meaningfully with **the dtic** staff throughout the project.

11.8. Be ready to assume work as soon as possible, or at an agreed time period with the Project leader.

12. CONFIDENTIALITY

12.1. All information pertaining to the services acquired by **the dtic** from the service provider or furnished to the service provider shall be treated as confidential by the service provider and shall not be used or furnished to any other person other than for the purposes of the services, without the written Consent of the Accounting Officer unless such information is or later becomes public knowledge, other than by breach of the afore-going.

12.2. The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.

12.3. The service provider shall ensure that proper security procedures are implemented and maintained to restrict, as far as possible, access to confidential information.

12.4. The service provider shall ensure that no confidential information is copied or reproduced without prior written approval by the Accounting Officer.

12.5. Failure by the service provider to comply with the provisions of this Clause shall constitute a material breach of the contract and shall constitute a ground for termination of the contract by **the dtic,** by giving the service provider thirty days' notice.

13. APPOINTMENT, COMMENCEMENT AND DURATION

13.1. The service provider is expected to be available for commencing the project from the date of appointment preferably in the months of February to March 2025. The project hours are estimated at 200 hours, and staffing of the at least three (3) individuals comprising of one (1) Director/Senior Manager and two (2) Auditors.

13.2. Payment to the appointed service provider will be effected on conclusion of the deliverables set as out in Paragraph 6 of this document, and subject to being tax compliant.

14. CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT

The service provider must guarantee the presence of the senior in charge of fieldwork, throughout the duration of the assignment, unless agreed otherwise with **the dtic** Internal Audit. Furthermore, the service provider guarantees that a maximum of 20% of their budgeted fee will consist of the senior manager's charged time, unless agreed otherwise with **the dtic** Internal Audit. Furthermore, **the dtic** shall not pay for any unproductive or duplicated time spent by the service provider on any assignment as a result of staff changes.

15. BID EVALUATION CRITERIA

15.1. The 80/20 principle and **two folder/ file system (Technical/functional proposal evaluation and financial proposal evaluation)** will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act; Act no 5 of 2000 its subsequent Regulations and the Preferential Procurement Policy of **the dtic**. The reason for applying the **two folder/ file system** is to ensure that price does not influence the process.

15.2. **Two folder/file system**

15.2.1 The two folder/file submission system is based on the submission of the functional and financial proposals in two separate folder / file. **NO** financial information to be contained in the functional proposal as this will lead to automatic disqualification. Submission must be done as follows:

15.3 **Functional Proposal**

15.3.1 Service providers must submit their functional/technical proposal folder / file via email to RFQs@thedtic.gov.za. The functional/technical proposal folder / file should ***only*** contain the functional/technical proposal, but **NO** financial information. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.**

15.4 **Financial Proposal**

15.4.1 The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original certified copy of the BBBEE certificate or Affidavit must be submitted in a **SEPARATE** folder / file via email to FinancialProposals@thedtic.gov.za

15.5 **FAILURE TO COMPLY WITH THE TWO FOLDER/FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE THE PROPOSAL.**

15.6 All proposals will be evaluated in terms of the two phase process once the pre-qualifying of bids received is done. All proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

15.6.1 The functional proposals will be evaluated during the first phase. Only the proposals that score 65% and above during the first phase, will be evaluated, during the second phase. During the second phase all proposals that scored 65% and above for functionality will be scored on preferential point system: price (80 points) and specific goals (20 points). Proposals will be evaluated strictly according to the evaluation criteria stipulated below:

Key for scores level: 1 = Poor; 2 = average; 3 = good; 4 = very good and 5 = excellent

No	Category	Score					Weight	Total
		1	2	3	4	5		
1	Current technical and logistical capacity to provide services relating to QAR evaluations. In order to prove this, the bidder must provide details of their current resources and capacity and their exposure in conducting Quality Assurance Reviews.						10	
2	Relevant qualifications of the proposed staff in Auditing and certification by the IIA as a QA Reviewer : Degree =3 Honors=4 Masters/CIA =5						30	
3	Relevant experience of proposed staff in the field of auditing/accounting: 10 Years=3 10-15 Years=4 More than 15 Years=5						30	

4	Demonstrate the firm's previous experience and knowledge of conducting QAR evaluations by providing proof of three similar assignments of the same magnitude completed over the past 5 years.						**20**	
5	Appropriateness and quality of proposed methodology.						**10**	
	SUB-TOTAL						**100**	

Price	**80**
Maximum Preferential procurement points/Specific Goals	**20**
GRAND-TOTAL	**100**

16. TIMING OF THE PROJECT

The validation assignment will be carried out in accordance with the time schedules to be agreed upon between **the dtic** and the appointed service provider. The project is expected to commence in February 2025.

17. ENQUIRIES:

Any enquiries regarding this RQF must be addressed in writing to:

Ms. Heila van Wyk
Director: Compliance Audit
Telephone: 012 394 3123
Email hvanwyk@thedtic.gov.za

Or

Mr. Daniel Kekana
Director: Performance and IT Audit
Telephone: 012 394 3232
Email Dkekana@thedtic.gov.za