EPHRAIM MOGALE LOCAL MUNICIPALITY

BID DOCUMENT

TENDER NO. EPMLM/8/3/526

PROJECT DESCRIPTION: APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

SEPTEMBER 2025

PREPARED FOR AND BY
THE MUNICIPAL MANAGER **EPHRAIM MOGALE LOCAL MUNICIPALITY** Private Bag x 111 **MARBLE HALL** 0450 Tel: (013) 261 8400 Fax: (013) 261 2985

NAME OF BIDDER : .....

CSD SUPPLIER NO : .....

TENDERED AMOUNT (WORDS) : .....

.....

TENDERED AMOUNT (FIGURES) : .....

TEL NUMBER : .....

FAX NUMBER : .....

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1.1 TENDER NOTICE AND INVITATION TO TENDER

IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid not complying with the peremptory requirements stated hereunder will be regarded as not being an "Acceptable Bid", and as such will be rejected.

The Municipality shall adjudicate and award tenders in accordance with **the Preferential Procurement Policy Framework Act 5 of 2000 and revised Preferential Procurement Regulation of 2022** on 100 points functionality and on a 80/20 points system, where 80 points are for the price and 20 points for Specific goals according to the said legislation

1. If the bidder is not registered on the National Treasury's Central Supplier Database (CSD) with a compliant tax status and active business status,
2. If any pages have been removed from the bid document, and have therefore not been submitted, or a copy of the original bid document has been submitted.
3. Failure to complete the schedule of quantities as required, i.e only lump sums provided.
4. Scratching out without initialising next to the amended rates or information, writing over or painting out rates affecting evaluation of the bid.
5. The use of correction fluid (i.e. tippex) or any erasable ink, e.g. pencil.
6. The Bid document has not been properly signed by a party having Authority to do so, according to the example of **"Authority of Signatory".**
7. No authority of signatory submitted – where it is stated that a **duly signed and dated original or certified copy of the company's relevant resolution on the company letterhead** of their members or their board of directors, must submitted.
8. Particulars required in respect of the bid have not been completed, except if information required on Preference Schedule for claiming specific goals points, is not completed, the bid will not be disqualified but no preference points will be awarded.
9. The bidder attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
10. The bid has been submitted either in the wrong tender box or after the relevant closing date and time.
11. If any municipal rates and taxes or municipal service charges are owed by the bidder and any of it directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three (3) months.

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12. If any bidder who during the last five (5) years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
13. The Accounting Officer must ensure that irrespective of the procurement process followed, no ward may be given to a person;
    i. Who is in the service of the state, or
    ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state, or
    iii. Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
14. Bid offers will be rejected if the bidder or any of its directors is(are) listed on the National Treasury List of Restricted Suppliers and List of Tender Defaulters, as persons prohibited from doing business with the state.
15. Bid offers will be rejected if the bidder has abused the Ephraim Mogale Local Municipality's Supply Chain Management System.
16. Failure to attach a copy of a valid signed Joint Venture/Consortium Agreement (if applicable) to the bid document.
17. Form of Offer and Acceptance not completed (**amount in figure and words**) and signed by the authorised signatory.
18. Not signing of all relevant forms in the tender document on the spaces provided.

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INVITATION TO BID

Tenders are hereby invited from Service Providers with relevant experience and compliance documents to bid for the following. These are subject to the PPPFA and the Preferential Regulations 2022 and the General Conditions of Contract and, if applicable, to any special conditions of contract.

Bid No & Description	Compulsory briefing And Technical Enquiries	Requirements	Non-refundable bid fee	Closing Date and Time
EPMLM/8/3/526- APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS	**No Compulsory briefing session** L Masombuka :0132618519/ lmasombuka@emogalelm.gov.za	• Relevant professional registration	R1 240.00	21/10/2025 at 12:00

The project/s will be subjected to functionality (quality) evaluation whereby a minimum qualifying score has to be obtained for bidders to be further evaluated for procurement points. The functionality criterion is as follows per project and further explained in the bid document:

Project No	Functionality Criterion and Weighing:	Minimum qualifying points
EPMLM/8/3/526	Company experience=20; transfer of skills=10; contribution of firm to an improved audit opinion=20; Methodology=10; Personnel Knowledge=40; Total=100	70 Points

The municipality will adjudicate and award bids in accordance with the PPR 2022 using the 80/20-point system, where 80 will be allocated to price and 20 for Specific goals of the contributor. Bids will remain valid for 90 days after the closing date.

Bid documents will be available from **Thursday 25 September 2025** by the cashiers from **08H00 to 15H30** weekdays and for free download on www.etenders.gov.za

Completed bids in sealed envelopes, clearly marked with the relevant bid number and description, should be deposited in the bid box situated at the offices of the Ephraim Mogale Local Municipality, 2 Ficus Street, Marble Hall, 0450, where bids will be opened in public.

NB: Bidders should ensure that bids are delivered in time to the correct address. Late bids will not be accepted. Ephraim Mogale Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept any bid as a whole.

SCM related enquiries should be directed to the Supply Chain Management Unit at (013) 261 8450/8462/8496/8448 or technical enquiries to Ms Lina Masombuka at 013 261 8519 / lmasombuka@emogalelm.gov.za

MOROPA M.E
MUNICIPAL MANAGER

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EPHRAIM MOGALE LOCAL MUNICIPALITY

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1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of SANS 294:2004.

The Standard Conditions of Tender make several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity of inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the sub clause in the Standard Conditions of Tender to which it mainly applies.

Sub-clause	Data
1.	The employer is the **EPHRAIM MOGALE LOCAL MUNICIPALITY.**
2.	The Project Document issued by the employer consists of the following: **THE TENDER** **1. TENDERING PROCEDURES** 1.1 Tender Notice and Invitation to Tender 1.2 Tender Data **2. RETURNABLE DOCUMENTS** 2.1 List of Returnable Documents 2.2 Returnable Schedule **THE CONTRACT** **3. AGREEMENT AND CONTRACT DATA** 3.1 Form of Offer and Acceptance 3.2 Contract Data **4. PRICING DATA**

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Sub-clause	Data
	4.1 Pricing Instructions 4.2 Bills of Quantities **5. SCOPE OF WORK** 5.1 Description of Works **6. ANNEXURES** 6.1 Ephraim Mogale Local Municipality Supply Chain Policy (available on the website at www.ephraimmogalelm.gov.za)
2.1	The employer's agent is: Lina Masombuka **Ephraim Mogale local Municipality** P O Box 111, **MARBLEHALL**,0450 Tell: 013 261 8519 Fax: 013 261 2985 Email: lmasombuka@emogalelm.gov.za
3.	The arrangements for a compulsory clarification meeting are: **NONE**
4.	The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of tender box: **Ephraim Mogale local Municipality, 2 Ficus Street Marble Hall.** Identification details: **EPMLM/8/3/526 – APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS**
5.	A two-envelope procedure will **NOT** be followed.
6.	**Closing time for submission of tender offers is:** **Tuesday, 21 October 2025 @ 12h00.**
7.	**Telephonic, telegraphic, telex facsimile or e-mailed tender offers will not be accepted.**
8.	The tender offer validity period is **90 days.**
9.	The tendered lump sums and rates shall be final and binding irrespective of the total tender price
10.	**The tenderer is required to submit with his tenders a copy of their Central Supplier Database registration or summary report for validation.**
11.	The time and location for opening of tender offers: Time: **12H00 on Tuesday 21 October 2025 Location**: **Tender Box at Ephraim Mogale local Municipality, 2 Ficus Street, Marble Hall.**

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Sub-clause	Data
12.	**Bid Evaluation Criteria** Bidders will be evaluated on quality. It is important that the relevant information is included to enable the Technical Proposal to be evaluated in accordance with the procedure outlined below. All information must be submitted in a separate file. Tampering with the original Bid document will render the Bid non-responsive. Failure to comply with the above requirements will result in the Bid being disqualified. The Bid evaluation will be conducted as follows: The bid will be evaluated as per the below listed stages: (a) First Bid documents that have been disassembled and copies of the Bid documents will be disqualified outright. (b) Second Bidders will be checked for compliance with Bid Conditions and administrative responsiveness. Non- compliance with any of the requirements will render the Bid non-responsive and it will not be carried forward to the next stage. (c) Third The Bidder's capacity in terms of firm experience and capabilities will be evaluated. Each Bid will be assessed and awarded points for Functionality. Failure to achieve 70% for Functionality will render the Bid non-responsive. Only Bidders that score the specified minimum number of points for Functionality will be deemed to be acceptable. The rest will be disqualified. Bidders will be evaluated for functionality by using the below criterion whereby a minimum score points of 70% out of 100% will be required for bides to be further evaluated for procurement points. **Functionality** Bidders who qualify on the mandatory administrative compliance of the bid will then go onto the next stage of evaluation being functionality, whereby bidders will have to obtain a minimum score of 70% to be further evaluated for procurement points. Functionality will be per grading of contractors

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Sub-clause	Data

Description Of Functionality Criteria	Weight
Company experience	20
Transfer of Skills	10
Contribution of firm to audit opinion.	20
Internal Audit Methodology	10
Personnel Knowledge	40
TOTAL	100
Threshold	70%

Criteria	SCORING GUIDE	Max Score
Company experience Similar experience of the firm related to conducting audits and understating of municipal environment (Contactable references with project name and references must be attached) **Note:** Bidder to obtain 5 points per similar project to a maximum of 20 points for each similar project with appointment letter and reference letter attached for work done in a local government institution	1 similar project with contactable references and understanding of municipal environment = 5 points 2 similar projects with contactable references and understanding of municipal environment = 10 points 3 similar projects with contactable references and understanding of municipal environment = 15 points 4 similar projects with contactable references and understanding of municipal environment = 20 points	20
Transfer of Skills Demonstration of transfer of skills plan to build internal capacity (Contactable references with project name and	No skills transfer plan and proof = 0 points. Skills Transfer plan and proof without methodology on skill transferring = 05 points. Skills Transfer plan and proof with methodology on skill transferring = 10 points.	10

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<table>
<tr><th>Sub-clause</th><th colspan="3">Data</th></tr>
<tr><td></td><td>references must be attached)</td><td></td><td></td></tr>
<tr><td></td><td>Contribution of firm to audit opinion.
Proof of audit opinion for the past 3 year period (Contactable references with project name and references must be attached)</td><td>Unqualified without matters = 20 points.

Unqualified with matters= 15 points.</td><td>20</td></tr>
<tr><td></td><td>Internal Audit Methodology
Understanding the scope and giving a clear methodology of assignment as well as adequacy of the proposed plan in response to the Terms of Reference.</td><td>No Methodology = 0 points

Methodology = 10 points</td><td>10</td></tr>
<tr><td></td><td>Specific Personnel Knowledge certified
Copies of Academic qualification certificates and registrations with a professional bodies needs to be attached for functionality points scoring otherwise no points will be allocated (Expertise, Experience and Personnel Competency-</td><td>
Designation

Team Leader/Project Manager
Points: 20
<table>
<tr><th>Relevant Qualification</th><th>Relevant Professional Body</th><th>Years of working experience (Clearly indicated in CV)</th></tr>
<tr><td>NQF level 6 = 2</td><td>Less than 5 years = 2</td><td>Less than 5 years = 2</td></tr>
<tr><td>NQF level 7 = 4</td><td>Between 5 and 10 years = 4</td><td>Between 5 and 10 years = 4</td></tr>
<tr><td>NQF level 8 and above= 6</td><td>Over 10 years = 7</td><td>Over 10 years = 7</td></tr>
<tr><td>Total=6</td><td>Total=7</td><td>Total=7</td></tr>
</table>
</td><td>Maximum Weights

40</td></tr>
</table>

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<table>
<tr><th>Sub-clause</th><th>Data</th></tr>
<tr><td></td><td>
<table>
<tr><td>Competence and relevant experience of key personnel (Attach Cv's).</td><td>
Audit Manager
Points: 10
<table>
<tr><th>Relevant Qualification</th><th>Relevant Professional Body</th><th>Years of working experience (Clearly indicated in CV)</th></tr>
<tr><td>NQF level 6 = 1</td><td>Less than 5 years = 1</td><td>Less than 5 years = 1</td></tr>
<tr><td>NQF level 7 = 2</td><td>Between 5 and 10 years = 2</td><td>Between 5 and 10 years = 2</td></tr>
<tr><td>NQF level 8 and above = 3</td><td>Over 10 years = 3</td><td>Over 10 years = 4</td></tr>
<tr><td>Total=3</td><td>Total=3</td><td>Total=4</td></tr>
</table>
Auditor
Points: 10
<table>
<tr><th>Relevant Qualification</th><th>Relevant Professional Body</th><th>Years of working experience (Clearly indicated in CV)</th></tr>
<tr><td>NQF level 6 = 1</td><td>Less than 5 years = 1</td><td>Less than 5 years = 1</td></tr>
<tr><td>NQF level 7 = 2</td><td>Between 5 and 10 years = 2</td><td>Between 5 and 10 years = 2</td></tr>
<tr><td>NQF level 8 and above = 3</td><td>Over 10 years = 3</td><td>Over 10 years = 4</td></tr>
<tr><td>Total=3</td><td>Total=3</td><td>Total=4</td></tr>
</table>
</td><td></td></tr>
<tr><td>TOTAL</td><td></td><td>100</td></tr>
<tr><td>Threshold</td><td></td><td>70%</td></tr>
</table>

The financial offer will be scored using the following:

$$Ps = W_1\left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right)$$
</td></tr>
</table>

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<table>
<tr><th>Sub-clause</th><th>Data</th></tr>
<tr><td></td><td>
Where
Ps = Points scored for functionality and price of the bid/proposal
W_1 = (1) 80 where the financial value inclusive of VAT of all responsive tenders received have a value below R 50 000 000
Pt = Rand value of tender under consideration
Pmin = Rand value of the lowest acceptable tender

Up to 100 minus W1 tender evaluation points will be awarded to tenderers who complete the referencing schedule and who are found to be eligible for the preference claimed.

Tender preferences claimed (80/20)

Points will be awarded to a tenderer for attaining the specific goals in line with the table below.

<u>80/20</u>
<table>
<tr><th>Preference Points for specific goals</th><th>Means of Verification</th><th>Number of Points</th></tr>
<tr><td>At least 51% Black ownership</td><td>Identification documents / CSD Report / CIPC Certificate</td><td>10</td></tr>
<tr><td>At least 51% Women Ownership</td><td>Identification document / CSD Report / CIPC Certificate</td><td>5</td></tr>
<tr><td>At least 51% People with Disability</td><td>Medical Report indicating disability</td><td>3</td></tr>
<tr><td>At least 51% Youth ownership (18 to 35 Years of age)</td><td>Identification document / CSD Report / CIPC Certificate</td><td>2</td></tr>
</table>
The points scored by a tenderer in respect of specific goals must be added to the points scored for price as calculated.
</td></tr>
<tr><td>13.</td><td>
Tender offers will only be accepted on condition that:

a) The tenderer or any of its directors is not listed in the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and

b) The tenderer has not over the last five years failed to satisfactorily perform a contract for the employer and has been issued with a written notice to this effect.

c) The tenderer is registered on the Central Supplier Database with a complaint overall tax status
</td></tr>
<tr><td>14.</td><td>The number of paper copies of signed contract to be provided by the Employer is one (1).</td></tr>
<tr><td></td><td></td></tr>
</table>

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Annex F: Standard Conditions of Tender

F.1 General

F.1.1 Actions

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) **Comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration

b) **Corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) **Fraudulent practice** means them is representation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

d) **Quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 The employer's right to accept or reject any tender offer

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

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F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

F.2 Tenderer's obligations

F.2.1 Eligibility
Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.2 Cost of tendering
Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

F.2.3 Check documents
Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents
Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents
Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda
Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting
Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification
Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance
Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

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F2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.13 Submitting a tender offer

F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

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Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall **not** accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

F.2.17 Clarification of tender offer after submission
Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total of the prices stated by the tenderer shall be binding upon the tenderer.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis
Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds, policies, etc.
If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

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F.2.21 Check final draft
Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents
If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates
Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to clarification
Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.2 Issue Addenda
If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers
Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any

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preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

F.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, on opening and before detailed evaluation, whether each tender offer properly received:

a) complies with the requirements of these Conditions of Tender,

b) has been properly and fully completed and signed, and

c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer*'s* opinion, would:

a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work*,*

b) change the Employer*'s* or the tenderer's risks and responsibilities under the contract, or

c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

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c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data and described below:

Method 1: Financial offer	1) Rank bid offers from the most favorable to the least favorable comparative offer. 2) Recommend highest ranked bidder for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 2: Financial offer and preferences	1) Score bid evaluation points for financial offer. 2) Confirm that bidders are eligible for the preferences claimed and if so, score bid evaluation points for preferencing. 3) Calculate total bid evaluation points. 4) Rank bid offers from the highest number of bid evaluation points to the lowest.
	5 Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 3: Financial offer and quality	1) Score quality, rejecting all bid offers that fail to score the minimum number of points for quality stated in the Bid data. 2) Score bid evaluation points for financial offer. 3) Calculate total bid evaluation points. 4) Rank bid offers from the highest number of bid evaluation points to the lowest. 5) Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 4: Financial offer, quality and preferences	1) Score quality, rejecting all bid offers that fail to score the minimum number of points for quality stated in the Bid data. 2) Score bid evaluation points for financial offer. 3) Confirm that bidders are eligible for the preferences claimed, and if so, score bid evaluation points for Preferencing. 4) Calculate total bid evaluation points. 5) Rank bid offers from the highest number of bid evaluation points to the lowest.
	6) Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Score financial offers, preferences and quality, as relevant, to two decimal places.

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F.3.11.2 Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

N_{FO} = W_1 x A where:

N_{FO} = the number of tender evaluation points awarded for the financial offer.

W_1 = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Comparison aimed at achieving	Option 1	Option 2
1	Highest price or discount	$A = (1+ \frac{(P - Pm)}{Pm})$	A = P / Pm
2	Lowest price or percentage commission / fee	$A = (1 - \frac{(P - Pm)}{Pm})$	A = Pm / P

where:

Pm = the comparative offer of the most favourable tender offer.

P = the comparative offer of tender offer under consideration.

F.3.11.3 Scoring quality (functionality)

Score quality in each of the categories in accordance with the Tender Data and calculate total score for quality.

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer*'s* information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

F.3.13.1 Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

F.3.14 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the employer*'s* notice of acceptance, notify other tenderers that their tender offers have not been accepted.

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F.3.15. Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

a) addenda issued during the tender period,
b) inclusion of some of the returnable documents,
c) other revisions agreed between the employer and the successful tenderer, and
d) the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.16 Issue final contract

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance as soon as possible after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

F.3.17 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.18 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

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EPHRAIM MOGALE LOCAL MUNICIPALITY

TENDER NO: EPMLM/8/3/526

APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

2. RETURNABLE SCHEDULES FOR TENDER EVALUATION

A	MBD 1 – BIDDING INFORMATION & TERMS OF BIDDING	
B	MDB 4 - DECLARATION OF INTEREST	
C	MDB 6.1 - PREFERENCE SCHEDULE	
D	MDB 8 - PAST SCM PRACTICES	
E	MDB 9 - CERTIFICATE OF INDEPENDENT BID	
F	AUTHORITY OF SIGNATORY	
G	PROOF OF BANKING DETAILS	
H	MUNICIPAL UTILITY ACCOUNT	
I	SCHEDULE OF PROPOSED SUBCONTRACTORS	
J	RECORD OF ADDENDA	
K	SCHEDULE OF TENDERER'S EXPERIENCE	
L	BIDDERS KEY PERSONNEL – ORGANOGRAM, CURRICULUM VITAES (CVS) AND QUALIFICATIONS	
M	PROFESSIONAL REGISTRATION	
N	FORM OF OFFER & ACCEPTANCE	
O	PRICING SCHEDULE	
P	SCOPE OF WORKS	

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FORM A: MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EPHRAIM MOGALE LOCAL MUNICIPALITY					
BID NUMBER:	**8/3/526**	CLOSING DATE:	**21/10/2025**	CLOSING TIME:	**12:00**
DESCRIPTION	**APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT;

EPHRAIM MOGALE LOCAL MUNICIPALITY (BUDGET & TREASURY AND TECHNICAL BUILDING)
NO. 2 FICUS STREET
MARBLE HALL
0450
NOTE: THE BID BOX IS ONLY ACCESSIBLE MONDAY - FRIDAY DURING OFFICE HOURS (08:00 TO 16:30)

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						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	**MAAA**_____	
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 PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED	……		**TOTAL BID PRICE**		**R** ……	
SIGNATURE OF BIDDER	……		**DATE**		……	
CAPACITY UNDER WHICH THIS BID IS SIGNED	……					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	SCM	CONTACT PERSON	LINA MASOMBUKA
CONTACT PERSON	JOSEPH MADISHA	TELEPHONE NUMBER	013 261 8519
TELEPHONE NUMBER	013 261 8450/ 8462	FACSIMILE NUMBER	013 261 2985
FACSIMILE NUMBER	013 261 2985	E-MAIL ADDRESS	LINAMASOMBUKA@EMOGALELM.GOV.ZA
E-MAIL ADDRESS	JMADISHA@EMOGALELM.GOV.ZA		

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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 ONLINE**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ……..

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……..

DATE: …….....

FORM B: MBD4

MBD4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. Also select the applicable answers ☑**

3.1 Full Name of bidder or his or her representative: ……..……...
……..……

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, shareholder[2]) …...…….
……..

3.4 Company Registration Number: ……..…….

3.5 Tax Reference Number: ……..……..……

3.6 VAT Registration Number: ……..……..……

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* YES ☐ / NO ☐

3.8.1 If yes, furnish particulars.

……..……..……..……..
……..……..……

[1]MSCM Regulations: "in the service of the state" means to be –
(a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company

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3.9 Have you been in the service of the state for the past twelve months? YES ☐ / NO ☐

3.9.1 If yes, furnish particulars

……

……

3.10 Do you, have any relationship (family, friend, other) with person in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ / NO ☐

3.10.1 If yes, furnish particulars

……

……

3.11 Are you, aware of any relationship (family, friend, other) between bidder and any persons in the service of the state who may be involved with the evaluation and adjudication of this bid? YES ☐ / NO ☐

3.11.1 If yes, furnish particulars

……

……

3.12 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? YES ☐ / NO ☐

3.12.1 If yes, furnish particulars

……

……

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES ☐ / NO ☐

3.13.1 If yes, furnish particulars

……

……

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other companies or business whether or not they are bidding for this contract? YES ☐ / NO ☐

3.14.1 If yes furnish particulars:

……

……

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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Employee Number

CERTIFICATION

I, THE UNDERSIGNED

(NAME) ……

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……..…… ……..

Signature Date

……..… ……

Capacity Name of Bidder

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FORM C : MBD 6.1

MBD 6.1

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

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

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.

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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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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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	Means of Verification	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% Black ownership	Identification documents / CSD Report / CIPC Certificate	10	
At least 51% Women Ownership	Identification document / CSD Report / CIPC Certificate	5	
At least 51% People with Disability	Medical Report indicating disability	3	
At least 51% Youth ownership (18 to 35 Years of age)	Identification document / CSD Report / CIPC Certificate	2	

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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: ……

……

……

……

etender

FORM D: MBD 8

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;

b. been convicted for fraud or corruption during the past five years;

c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐

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4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

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CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..……..…… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……... **……..**
Signature **Date**

……. **……..**
Position **Name of Bidder**

Js367bW

FORM F: MBD 9

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

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6. 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 consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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] 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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10. 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.

……	……
Signature	Date
……	……
Position	Name of Bidder

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FORM F: CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder. **THE TENDERER MUST COMPLETE THE CERTIFICATE SET OUT BELOW FOR THE RELEVANT CATEGORY AND ATTACH A LETTER ON THE COMPANY LETTERHEAD.**

Please tick appropriate box:

A Company	B Partnership	C Joint Venture	D Close Corporation	E Sole Proprietor

A. CERTIFICATE FOR COMPANY

I,……., chairperson of the board of directors of ……, hereby confirm that by resolution of the board (copy attached) taken on ……20…., Mr/Mrs……acting in the capacity of……,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1……. ……

Chairman

2……. ……..

Date

B. CERTIFICATE OF PARTNERSHIP

We, the undersigned, being the key partners in the business trading as ……

hereby authorise Mr/Mrs……, acting in the capacity of……to sign all documents in connection with the tender for Contract……and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

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C. CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs…….., authorised signatory of the company ……, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.……and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		

D. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as……hereby authorise Mr/Mrs……

Acting in the capacity of……, to sign all documents in connection with the tender for Contract……and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be complete and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

E. SOLE PROPRIETOR

I,……., chairperson and sole owner of ……, hereby confirm that by resolution of the board (copy attached) taken on ……20…., Mr/Mrs…….acting in the capacity of…….,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1……. ……

Chairman

2……. ……..

Date

BIDDERS SHOULD ATTACH A DULY SIGNED AND DATED ORIGINAL OR CERTIFIED COPY OF THE LETTER OF AUTHORITY ON THE COMPANY'S LETTERHEAD, FAILURE TO DO SO WILL LEAD TO THE DISQUALIFICATION OF THE BID AS NON-RESPONSIVE

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FORM G: BIDDER'S BANKING INFORMATION

DETAILS OF BIDDERS'S BANK ACCOUNT

I/We furnish the following information:

a) Name of Bank: .....

b) Branch of Bank .....

c) Town/city/suburb where bank is situated.....

d) Contact Person at the Bank: .....

e) Telephone number of Bank: Code: ……. Number: ……

f) Account Number: .....

I/We hereby authorise the Employer to approach the above Bank for a reference.

NOTE:

BIDDERS SHOULD ENSURE THAT THEIR BANK ACCOUNT DETAILS HAVE BEEN VERIFIED ON THE CSD REPORT. IF SUCH IS NOT VERIFIED, BIDDERS SHOULD ATTACH A COPY OF THEIR BANK CONFIRMATION LETTER

Signature…… Date…….

Name…….. Position……

Tenderer……

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FORM H: DECLARATION WITH REGARDS TO MUNICIPAL SERVICES, RATES AND TAXES

I _____the undersigned, declare on

behalf of (Name of Bidder) _____ that;

the bidder and (or) any of its director(s) does not owe any municipal services, rates and taxes to the municipality or any other municipality or municipal entity any amount which could be in arrears for an period for a period more than three months.

In the event that this declaration is found to be false, the bid will be rejected and found to be nonresponsive.

COMPANY ACCOUNT		
NAME OF MUNICIPALITY	**ACCOUNT NUMBER**	**ACCOUNT HOLDER/OWNER**

DIRECTORS		
NAME OF MUNICIPALITY	**ACCOUNT NUMBER**	**ACCOUNT HOLDER/OWNER**

TENDERER TO SUBMIT A COPY OF A MUNICIPAL ACCOUNT IN THE NAME OF THE COMPANY AND IN THE NAME OF ITS DIRECTORS NOT IN ARREARS AND NOT OLDER THAN THREE (03) MONTHS; OR

IN THE EVENT THAT THE PROPERTY IS LEASED OR THE ACCOUNT NAME IS NOT IDENTICAL THERE SHOULD BE A LEASE AGREEMENT ALONG WITH THE ACCOUNT OF THE LEASED PROPERTY ATTACHED; OR

A CONFIRMATION LETTER FROM THE LOCAL MUNICIPALITY NOT OLDER THAN THREE MONTHS CONFIRMING THAT SERVICES ARE NOT CHARGED/LEVIED AND THE BIDDER OR DIRECTOR DOES NOT OWE

(FAILURE TO DO SO WILL LEAD TO THE DISQUALIFICATION OF THE BID AS NON-RESPONSIVE)

Signature……. Date…….

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FORM I: SCHEDULE OF PROPOSED SUBCONTRACTORS

Will you be subcontracting on this project?

(Tick the appropriate box)

Yes ☐ **/ No** ☐

We notify you that it is our intention to employ the following subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the name of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name of Subcontractor	**Contact Details**	**Description of Work to be executed by Subcontractor**
1.			
2.			
3.			
4.			
5.			

Signature……. Date…….

Name…….. Position……

Tenderer…….

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FORM J: RECORD OF ADDENDA TO TENDER DOCUMENTS

Was there an addendum issued for this project?

(Tick appropriate box and complete table accordingly)

Yes ☐ / No ☐

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	**Title of Details**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature…… Date ……..

Name……... Position……..

Tenderer……..

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FORM K: SCHEDULE OF TENDERER'S EXPERIENCE

The following is a statement of **similar works successfully executed/completed** by myself/ourselves in the last three years:

INSTITUTION NAME	RELEVANT PROJECT NAME	CONTACT PERSON	LAND LINE CONTACT NO.	CELL CONTACT NO.	PROJECT START & END DATE

NB: COMPLETE THE TABLE ABOVE ON COMPANY EXPERIENCE (COMPULSORY TABLE) AND ALSO ATTACH PROOF OF PROJECTS LISTED ON THE ABOVE TABLE (FAILURE TO DO SO WILL LEAD TO THE DISQUALIFICATION OF THE BID AS NON-RESPONSIVE)

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The following is a list of the tenderer's **CURRENT SIMILAR PROJECTS** that are still in progress

INSTITUTION NAME	RELEVANT PROJECT NAME	CONTACT PERSON	LAND LINE CONTACT NO.	CELL CONTACT NO.	APPOINTED DATE

NB: COMPLETE THE TABLE ABOVE ON COMPANY EXPERIENCE (COMPULSORY TABLE) AND ALSO ATTACH PROOF OF PROJECTS LISTED ON THE ABOVE TABLE (FAILURE TO DO SO WILL LEAD TO THE DISQUALIFICATION OF THE BID AS NON-RESPONSIVE)

Signature…… Date ……..

Name……... Position…….

Tenderer……..

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FORM L: BIDDERS KEY PERSONNEL – ORGANOGRAM, CURRICULUM VITAES (CVS) AND QUALIFICATIONS

Bidders are to indicate on the **below compulsory table a list of personnel** that will be allocated to the project. CV's and qualifications of the personnel should be attached

NAME AND SURNAME	DESIGNATION	QUALIFICATIONS	YEARS OF EXPERIENCE	PROFESSIONAL BODY

NOTE: Bidders are to submit along with the bid CVs and relevant qualifications of the personnel. The personnel provided are to be part of the project from inception until the end of the 36 months period

NON-SUBMISSION OF THE ABOVE WILL RENDER THE BID TO BE NON-RESPONSIVE

Signature…… Date ……..

Name…….. Position…….

Tenderer……

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FORM M: PROFESSIONAL REGISTRATION AND OTHER REQUIREMENTS

It is compulsory for Bidders to be registered with the relevant professional bodies and attach **certified copies of certificates** thereof;

Proof of registrations with professional bodies needs to be attached for functionality points scoring otherwise no points will be allocated

Signature…… Date ……..

Name……... Position…….

Tenderer……..

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FORM N: FORM OF OFFER AND ACCEPTANCE

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICE EXCLUSIVE OF VALUE ADDED TAX IS CONTRACT PRICE

.....

…… Rand (in words);

R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) ....

Name(s) ....

Capacity ....

Tenderer ..... …….....

Address …….. .....

Date …….

As witness:

Name ..... Signature …….

Name ..... Signature …….

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Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

- Agreements and contract data, (which includes this agreement)
- Pricing data
- Scope of work

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s) ....

Name(s) ....

Capacity ....

for the Employer .....
(Name and address or organization)

Witnesses:

1. Full Names: ..... Signature: .....
2. Full Names: ..... Signature: .....

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Schedule of Deviations

Item	Deviation Details

By the duly authorised representatives signing this schedule of deviations, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Contractor:

Signature(s) ....

Name(s) ....

Capacity ....

.....

(Name and address of organization)

Name and signature of witness ..... Date: .....

For the Employer:

Signature(s) ....

Name(s) ....

Capacity ....

.....

(Name and address of organization)

Name and signature of witness ..... Date: .....

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EPHRAIM MOGALE LOCAL MUNICIPALITY

FORM O: PRICING SCHEDULE

PRICING SCHEDULE: APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

NO	DESCRIPTION	QTY	UOM	RATE
1.	Team Leader	1	Rate per hour	
2.	Audit Manager	1	Rate per hour	
3.	Auditor	1	Rate per hour	
	Note: to be inclusive of all disbursements			
			TOTAL	
			VAT	
			GRAND TOTAL (CARRIED TO FORM OF OFFER PAGE)	

Signature…… Date ……..

Name…….. Position……..

Tenderer……..

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EPHRAIM MOGALE LOCAL MUNICIPALITY

FORM P: SCOPE OF WORK

SCOPE OF WORKS: APPOINTMENT OF A PANEL OF AUDIT FIRMS FOR CO-SOURCING OF THE INTERNAL AUDIT PROJECTS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

1. PURPOSE

Ephraim Mogale Local Municipality hereby invites suitably qualified and experience service providers to provide the internal audit unit of the municipality with co-sourcing service of internal audit function for the period of 36 months, three (03) years.

BACKGROUND

1.1. Internal Audit Function Establishment:
- Municipal Finance Management Act No. 56 of 2003 section 165.
- Internal Audit Framework (IAF) National Treasury Republic of South Africa March 2009 (2nd Edition) section 3.
- International Standards for the Professional Practice Standards effective January 2017

1.2. The Audit Committee approved Policies and Procedures for Internal Audit Function:
- Internal Audit Charter.
- Internal Audit Methodology
- Three-year rolling and Annual Internal Audit Plan

1.2.1. EPMLM Internal Audit Organizational Structure:
- 1 Chief Audit Executive
- 1 Internal Auditor

Internal Audit Work:
- Compliance Audit Reviews
- Performance Audit Reviews
- Information Systems audit reviews
- Ad Hoc Assignments (i.e. Investigations and Consulting Reviews)
- Financial Discipline Review
- Audit of Predetermined Objectives
- Quality Assurance Review of internal audit function

2. SCOPE OF WORK

2.1. Evaluate the adequacy of systems in the achievement of the municipal strategic and operational objectives.
2.2. Examine systems and processes on the reliability and integrity of financial and operational information.
2.3. Review effectiveness and efficiency of operations and programs.
2.4. Assess controls adequacy in the safeguarding of municipal assets.
2.5. Assess the level of municipal compliance with laws, regulations, policies, procedures, and contracts.
2.6. Evaluate relevant systems, records, personnel, and physical properties, including those under the control of third parties of the municipality.

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2.7. Evaluate controls to in development of strategies, objectives, and risks of the municipality.
2.8. Conduct special audit reviews as requested to evaluate risks, internal controls failure and governance process of the municipality.
2.9. Ad-hoc Services

3. **RESPONSIBILITY OF SERVICE PROVIDER**

3.1. To perform the audits project for periods as required and as per approved scope of the project the approved Internal Audit Plan.
3.2. To work and co-ordinate the internal audit efforts with the Chief Audit Executive, Executive Management and the Audit Committee.
3.3. To communicate the results of all the audit work done to the Chief Audit Executive and Audit Committee.
3.4. To report to Chief Audit Executive and Audit Committee on performance against the actual work done.
3.5. To report directly to the Chief Audit Executive, Accounting Officer and Audit committee.
3.6. To communicate the Audit Methodology with Chief Audit Executive for standard Internal Audit Activity methodology.
3.7. To co-ordinate and be part of combined assurance framework model plans with other internal and external providers of assurance.
3.8. To execute duties and responsibilities as per audit engagement outlined in the Service Level Agreement.

4. **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM [QAIP]**

4.1. High quality assurance and improvement program that covers all aspects of the internal audit service be developed and presented.
4.2. Quality Assurance and Improvement Program be designed for internal audit activities for adding value and improving the operations and to improve the assurance that the internal audit service is in conformity with the Standards and the Codes of Ethics of the IIA.
4.3. Internal audit Quality Assurance and Improvement Program must include the following and not limited:

- Proper planning for assignments
- Proper supervision of staff
- Regular project status meetings
- Review of working papers & files
- Transfer of skills to internal audit staff
- Adherence to documented policies

---

5. NOTE:

- That the provided rate shall be firm and fixed for the first year of appointment (first 12 months) and thereafter shall increase with a % linked to the applicable CPI+ 1% upon approval of the Accounting Officer
- That the provided rates shall be inclusive of all consumables and disbursements (travel, refreshments, accommodation, etc)
- That the service provider will be liable for their own travel and subsistence costs

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6. OWNERSHIP

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- Working Papers and Reports including any other audit related documentation, systems, processes and procedures developed as part of this assignment will become the property of the EPMLM at the termination of the contract.

7. ALLOCATION OF WORK

- That appointment will not guarantee any allocation of work
- Works will be allocated on a rotation basis from the listed of appointed service providers following a sequential ranking starting off with the bidder with the highest points on the preference scoring (price and specific goals), alternatively in an instance where bidders scored the same preference points the functionality points will then be taken into consideration.

*****END OF DOCUMENT*****

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