

BID DETAILS

BID NUMBER: NEMISA/2024/INTERNAL AUDIT/RFP001

Issue **Date:** THURSDAY 5
SEPTEMBER 2024

CLOSE **Date:** FRIDAY 27 SEPTEMBER
2024
Time 11H00

DESCRIPTION: Provision of internal audit services for a period of 3 years

BRIEFING SESSION:

Yes

☐

No

☒

See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organization/individual: _____

Contact person: _____

Telephone/ Cell number: _____

E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement after the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (45) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- ☐ Section A 1: Bid Submission Conditions and Instructions
- ☐ Section A 2: Terms of Reference
- ☐ Section A 3: Evaluation Process/Criteria
- ☐ Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- ☐ Section B 2: Declaration of Interest
- ☐ Section B 3: Declaration of Bidder's past SCM practices
- ☐ Section B 4: Certificate of Independent Bid Determination
- ☐ Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2011
- ☐ Section B 6: Invitation to Bid
- ☐ Section B 7: Pricing Schedule (Professional Services)

SECTION A

(This section must not be returned as part of the bid
document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

2.1 Compulsory Briefing Session

2.1.1 No

2.2 General notes related to the Briefing Session

- 2.2.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the briefing session and to have all their questions ready.
- 2.2.2 For a compulsory briefing session, all those attending will be issued with minutes or recording of the session within one week of the briefing session, forwarded electronically.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from SCM Manager by not later than Wednesday, 18 2024. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

Contact details for SCM Manager:

Telephone: 011 484 0583

E-Mail: hensonm@nemisa.co.za

4 SUBMITTING BIDS

- 4.1 One (1) original document must be handed in/delivered to:

DELIVERED TO THE	26 Canary Street
NEMISA RECEPTION DESK	Gate 13. SABC building
SITUATED AT:	Auckland Park
	Johannesburg.....

Section A 1: Bid Submission Conditions and Instructions

and one e-mailed document to scm@nemisa.co.za

N.B kindly ensure that 2 documents are submitted, one as a hard copy and one as a soft copy (e-mailed)

Bidders should ensure that bids are delivered to NEMISA before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.
*** Refer to Paragraph 5 below**

- ☐ Bids can be delivered and deposited into the tender box or handed in at reception any time during office hours (08:30 to 16:30)
- ☐ All bids must be submitted on the official forms (not to be re-typed).

4.2 Bids should be submitted in a sealed envelope, marked with:

- ☐ Bid number (NEMISA/2024/INTERNAL AUDIT/RFP001)
- ☐ Closing date and time (FRIDAY 27 SEPTEMBER 2024 @ 11:00)
- ☐ The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BIDS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialing 1026 from any phone, will be used to verify the exact closing time.

5.3 Bids sent to the NEMISA via normal post, or any other mechanism shall be deemed to be received at the date and time of arrival at the NEMISA premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

6 PAYMENTS

6.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.

6.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.

- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 6.1.3 Payment shall be made by bank transfer into the Contractor's back account normally within 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE (TOR)

PROVISION OF INTERNAL AUDIT SERVICES FOR 3 YEARS

1. BACKGROUND

The National Electronic Media Institute of South Africa was established as a non-profit institute for education in terms of the Companies Act (1973) and is listed as a Schedule 3A public entity in terms of the Public Finance Management Act (1999). NEMISA derives its mandate from the Department of Communications and Digital Technology (DCDT), and DCDT's constitutional function is e-skilling the nation for equitable prosperity and global competitiveness.

NEMISA is an accredited training provider with the Media, Information, and Communication Technologies Sector Education and Training Authority (MICT SETA) in creative media and digital skills. Recently, NEMISA's mandate was expanded to include digital skills for South African citizens. The organization seeks to review its existing curriculum and content and develop or source new course content to improve its offerings and remain relevant while delivering on its mandate.

2. OBJECTIVES OF THE INTERNAL AUDIT

The objective of this bid is to appoint a suitable, independent service provider that can provide an internal audit service for the Institute. In terms of the Public Finance Management Act (PFMA), the Institute should have an effective internal audit function, which should also comply with the Institute of Internal Auditors' (IIA) standards.

According to the definition of Internal Auditing in the IIA's International Professional Practices Framework (IPPF), internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. The internal audit function should therefore assist the Institute to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes. The risk management strategy, including the Fraud Prevention Plan, must be used to direct the internal effort.

One of the objectives of the internal audit function is to assist the Audit and Risk Committee (ARC), management, and the Board, in the effective discharge of their responsibilities. This must be done by furnishing them with analyses, appraisals, recommendations, counsel, and information concerning the activities that have been reviewed as well as regular follow-ups. Other objectives/standards/controls of the audit function, which are subject to an evaluation, are to review the following:

- 2.1. Internal control processes across the business;
- 2.2. The information systems environment;
- 2.3. The reliability and integrity of financial and operational information;
- 2.4. The effectiveness of operations;
- 2.5. Compliance with policies, regulations, and contracts;
- 2.6. The safeguarding of assets;
- 2.7. The economical and efficient use of resources;
- 2.8. The achievement of established operational goals and objectives; and
- 2.9. Compliance with laws, regulations, and controls.

3. SCOPE OF SERVICE

Section A 3: Evaluation Process/ Criteria

The scope of the Internal Audit Function includes the points listed below:

- 3.1. The Internal Audit Function must, in consultation with ARC, prepare:
- 3.2. A rolling three-year strategic Internal Audit Plan based on its assessment of key areas of risk that NEMISA is exposed to, having taken into consideration the Institute's current operations, the operations proposed in its corporate or strategic plan, and its risk management strategy.
- 3.3. An annual Internal Audit Operational Plan.
- 3.4. Plans indicating the scope, cost, and timelines of each audit in the Annual Internal Audit Operational Plan.
- 3.5. The audit work schedule was developed based on a prioritization of the audit universe using the relevant risk universe. Any significant deviation from the formally approved work schedule shall be communicated to senior management and the Audit and Risk Committee through periodic activity reports.
- 3.6. Audit reports are directed to ARC detailing its performance against the plan to allow effective monitoring and intervention, when necessary.
- 3.7. The Internal Audit Function must coordinate with other internal and external assurance providers to ensure proper coverage and minimize duplication of effort.
- 3.8. The Internal Audit Function must attend all ARC meetings and provide ARC feedback as required, except when ARC is deliberating on a matter(s) concerning the firm or matter(s) in which the firm is conflicted; the firm will need to be recused for that matter(s).
- 3.9. Perform risk-based internal audit services based on the approved annual internal audit operational plan and in compliance with the standards of the Institute of Internal Auditors.
- 3.10. The Internal Audit Function must assist Management and the Board in maintaining effective controls by evaluating those controls and developing recommendations for enhancement or improvement. In so doing it shall assist Management and the Board in achieving the outcomes of NEMISA by ensuring that,
- 3.11. Outcomes, impact, and values are established, documented, and communicated,
- 3.12. The accomplishment of outcomes is monitored;
- 3.13. Accountability is ensured;
- 3.14. Corporate governance values are preserved;
- 3.15. The adequacy and effectiveness of the system of internal control are reviewed and appraised;
- 3.16. Risk management systems and processes are in place and effective;
- 3.17. The relevance, reliability, and integrity of management, financial and operating data, and reports are appraised;
- 3.18. Systems established to ensure compliance with policies, plans, procedures, statutory requirements, and regulations, which could have a significant impact on operations, are reviewed;
- 3.19. The means of safeguarding assets are reviewed and deemed appropriate in verifying the existence of such assets;
- 3.20. The economy, efficiency, and effectiveness with which resources are employed are appraised;
- 3.21. The results of operations or programs are reviewed to ascertain whether they are consistent with NEMISA's established outcomes and impact and whether the operations or programs are being carried out as planned, and
- 3.22. The adequacy of established systems and procedures is assessed.
- 3.23. The audits that will need to be considered at NEMISA are, among others:

Section A 3: Evaluation Process/ Criteria

3.23.1. Regulatory audits.

3.23.2. Review of performance information.

3.23.3. IT security and systems process audit.

3.23.4. Audits are designed to detect fraud and corruption.

3.23.5. Follow up on previous external and internal audit findings and provide a quarterly progress report to management and ARC

3.23.6. Quarterly progress report and status on the audit action plan

3.23.7. In planning and conducting its work, the Internal Auditor should seek to identify serious defects in internal controls, which might result in possible malpractices.

3.23.8. Any such defects must be reported immediately to the CEO and/or ARC without disclosing these to any other staff.

4. EXPECTED OUTCOMES AND DELIVERABLES

4.1. Performance Audit Assignments

Each assignment should at least consist of the following:

- 4.1.1. A pre-audit survey;
- 4.1.2. An audit planning memorandum;
- 4.1.3. Minutes of the entrance or audit planning or kick-off meeting;
- 4.1.4. A risk assessment document;
- 4.1.5. System description(s);
- 4.1.6. Audit programs;
- 4.1.7. Sampling methodology;
- 4.1.8. Mechanisms for follow-up on matters previously reported and feedback to ARC;
- 4.1.9. Mechanisms to ensure that working papers are reviewed at the appropriate level;
- 4.1.10. A record of work performed;
- 4.1.11. Audit findings and recommendations; and
- 4.1.12. Reporting (a draft internal audit report and a final internal audit report).

4.2. Reporting

The main purpose of Internal Audit reports is to provide Management and ARC with information on the effectiveness of systems of internal controls, compliance with governance practices, laws and regulations, conclusions, and recommendations. Full Internal Audit reviews of systems must be carried out as part of the approved annual internal audit operational plan and work schedules.

The structure of the internal audit reports should be as per the professional standards of internal auditors including the quality review requirements and must include the following as a minimum (the order may differ):

- 4.2.1. Introduction;
- 4.2.2. Audit objective and scope;
- 4.2.3. Background;

Section A 3: Evaluation Process/ Criteria

4.2.4. Executive summary, highlighting significant findings;

4.2.5. Findings, recommendations, and management response (including implementation dates);

4.2.6. All audits as carried out according to the Internal Audit Plan and as approved by ARC; and

4.2.7. Conclusion by the Internal Audit.

4.3. Periodic progress reporting should be provided in all ARC meetings detailing progress against the agreed annual plan and work schedule(s), together with notification of any significant breaches of the timescales within the approved reporting protocol. For each assignment within the plan, the following will be reported:

4.3.1.1. Planned hours;

4.3.1.2. Actual hours to date;

4.3.1.3. Planned start date;

4.3.1.4. Date of each milestone; and

4.3.1.5. The audit opinion on the functioning/effectiveness of the assessed controls.

4.4. LIAISON WITH EXTERNAL AUDITORS

4.4.1. The Internal Audit service provider will be expected to maintain a close working relationship with the external auditors on matters of mutual interest and to provide them with copies of all formal internal audit reports. The external auditors must be allowed access, on request, to all internal audit working papers and final/draft reports.

4.4.2. As part of their remit, external auditors will make an annual assessment and report on the performance of the internal audit, based on the objectives set out in the annual internal audit operational plan. The external auditors will decide whether to place reliance on the work of internal audit and consequently whether to reduce the scope and/or coverage of their work based on this assessment.

5. MONITORING THE PROGRESS OF ASSIGNMENTS

5.1. On completion of each assignment, the auditor shall distribute the reports to ARC and the CEO as soon as possible.

5.2. Quarterly progress reports on findings and audit action plans will be shared every quarter with EXCO to adequately manage the performance thereof.

5.3. Every month, a report on progress against the plan, significant findings, and administrative matters will have to be shared with management.

5.4. Every month or as and when required they are required to submit a progress report on the NEMISA integrated audit action plan

5.5. A biannual audit readiness assessment report will have to be presented to management.

5.6. Every quarter, a report on progress against the plan, significant findings, and administrative matters will have to be presented to ARC.

6. INDEPENDENCE AND OBJECTIVITY OF STAFF

6.1. The firm appointed is required to be independent of NEMISA and its employees, ARC, and the Board. As such, no bids will be considered from any firm or person that is related to NEMISA and/or any of its employees, including any close family member to the aforementioned. This includes independence from the current and future NEMISA employees, Board members, and ARC members.

Section A 3: Evaluation Process/ Criteria

- 6.2. In carrying out the work, the auditor must ensure that their staff members maintain objectivity by remaining independent of the activities they audit.

7. PROPOSAL SUBMISSION

- 7.1. Interested bidders are requested to submit proposals that consist of the sections highlighted below. Bidders are requested to peruse these requirements carefully to avoid submitting extraneous material.

8. TECHNICAL/FUNCTIONAL PROPOSAL

- 8.1. The experience of the firm should not be less than 5 years in internal audit services, including specialized skills, expertise, and value-added services.
- 8.2. Demonstration of the firm's substantial internal audit experience.
- 8.3. Specialized skills, expertise, and value-added services in the field of internal audit, with an emphasis on best practice methodology, tools, and technology used.
- 8.4. Availability of audit investigation skills and tools.
- 8.5. Availability of IT/ICT audit skills and tools.
- 8.6. Similar training institutions' audit experience will be an added advantage
- 8.7. Experience in the internal audit of public entities.
- 8.8. Advanced understanding of and sufficient exposure to the Public Finance Management Act of 1999 and the Protocol on Corporate Governance for Public Entities.
- 8.9. Experience in the internal auditing of public entities, with reference letters of work performed in this regard.
- 8.10. External contactable references, the size of audits, and the size of the client base• Qualifications and experience of team members.
- 8.11. The relevant individuals must be registered with the IIASA or SAICA.
- 8.12. Detailed CVs of the auditors who will be responsible for performing the internal audits and the person who will be supervising and signing the audit plan and reports (only submit the CVs of the allocated audit team corresponding to the financial proposal for the project; any additional CVs will not be considered for the project).
- 8.13. Ability (capacity and capability) to provide services and adequate institutional support.
- 8.14. Employment Equity and Affirmative Action Practices.
- 8.15. Number of years in business.
- 8.16. Turnover Rand value for the past three years.
- 8.17. Professional staff numbers and level of experience.
- 8.18. To enable NEMISA to evaluate the entity on the above criteria, please ensure that the required information and documentation are attached.

9. SUBCONTRACTING AFTER AWARD OF TENDER

- 9.1. A person awarded a contract may only enter a subcontracting arrangement with the approval of NEMISA.
- 9.2. The bidder must have the necessary appropriate physical, technological, administrative, and technical security measures to ensure the protection and confidentiality of personal information that it, or its employees, its contractors, or other authorized individuals meets to prevent loss or damage, or unauthorized access, processing, or destruction.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1 EVALUATION PROCESS

1.1 PRE-QUALIFICATION

No pre-qualifications required for this bid.

1.2 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.2.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Bid Determination		
Part 7	Completed and signed Invitation to Bid		
Part 8	Completed Pricing Schedule in the prescribed format		
Part 12	Proof of registration on the CSD		

1.3 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.3.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
---------------------	-----------------------

Section A 3: Evaluation Process/ Criteria

Experience of the firm in internal audit services, including specialized skills, expertise, and value-added services Bidders must submit a company profile illustrating the following information: Audit plan proposed with clear deliverables on cost analysis, methodology to be implemented, the implementation procedure on deliverables within agreed timeframes and a credible within budget, methodology to be implemented- 15points. Provide evidence of IT/ICT or information systems internal audit unit and functions of the unit within the proposed approach- 10 points Provide evidence of Performance Information internal audit unit and functions of the unit within the proposed approach- 10 points	35
--	-----------

Section A 3: Evaluation Process/ Criteria

Bidder Experience in the internal audit of public entities Minimum of 10 years' experience in the public sector conducting audits in all areas to be audited (regulatory, IT/ICT, performance, and ad hoc investigations)- 15 points b) Bidder must have a minimum of three (3) contactable references of completed contracts for Internal Audit Services to Public Entities (PFMA Schedule 3A) which details the following: •contactable email address, contact person and contact number •duration of the contract – (start and end date) •total value of the contract including VAT •letter must be on client letterhead, dated and signed, not older than five years Minimum of 3 reference letters of completed contracts = 10 points	25
Bidder to provide detailed CVs of the proposed project team members that will service Nemisa. The bidder to clearly stipulate position and role of each team member according to the below mentioned. Bidders are required to provide valid copies of certifications, relevant years of experience in the CV, for each role referenced below. Engagement Partner or Chief Audit Executive: • Minimum 10 years' audit experience with a minimum 5 years as a team leader or manager. Engagement Director must provide proof of valid registration with IIA/SAICA =5 points Project Team Leader or Manager: • Minimum 5 years' audit experience with a minimum 3 years as team leader or manager. Team leader or Manager must provide valid proof of registration with IIA = 5 points Audit Project Team: • Bachelor's degree in accounting, Finance or Internal Audit and the individual team members must each have a minimum of 2 years' experience in internal auditing, = 5 points The bidder must provide at least one (1) team member who is Certified in Information Systems Auditing (CISA) = 5 points Non-compliance with the above = 0 points	20

Section A 3: Evaluation Process/ Criteria

Ability (capacity and capability) to provide the services and adequate institutional support. Supervising/Team Leader/Engagement Leader years of experience (not less than 8 years' experience). - 10 Points b) Highest value (Total project value) of a completed single project of this type of audit as per below scale a) R2 million and above – 10 points b) Above R1 million and below 2 million – 5 Points c)Below R500 000- 2 points	20
--	-----------

Section A 3: Evaluation Process/ Criteria

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
Maximum total for functionality	100
Minimum threshold	80

1.3.2 The score for functionality shall be calculated as follows:

- ☐ Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- ☐ The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.4 DETERMINATION OF SCORE FOR PRESENTATIONS

1.4.1 NEMISA will not call for presentations.

OR

1.4.2 NEMISA has decided/may decide to have compulsory presentations made either by all bidders who have obtained at least **80%** of the marks for functionality, or by the bidders ranked first to a maximum of six, but not less than the three highest scoring bidders once the price and preference marks have been combined.

1.4.3 Presentations shall only affect the marks awarded for functionality. If NEMISA wishes to use presentations to discriminate between bidders, the evaluation criteria to be affected shall be determined in advance and due allowance made in the mark scheme and indicated in paragraph 1.2.1.

1.4.4 Points determined by the presentation will be awarded to each bidder by each member of the Bid Evaluation Committee and then an average calculated. Such score will be added to the original score for functionality.

1.4.5 A bidder will be disqualified if the combined score for functionality fails to meet the minimum threshold for functionality as per paragraph 1.341.

1.5 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

1.5.1 Bids that score less than **80%** of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or for preference.

1.6 PRICE AND SCM EVALUATION CRITERIA POINTS

1.6.1 All remaining bids will be evaluated as follows:

1.6.2 The 80/20 preference point system will be applied. Points for price and SCM evaluation criteria

1.7 ADJUDICATION OF BID

1.7.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest.

number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number 1BNEMISA/2022/INTERNET AND VIRTUAL PRIVATE NETWORK SERVICES /RFP003 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - ☐ Invitation to bid
 - ☐ Tax clearance certificate
 - ☐ Pricing schedule(s)
 - ☐ Filled in terms of reference/task directive/proposal
 - ☐ Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - ☐ Declaration of interest
 - ☐ Declaration of bidder's past SCM practices
 - ☐ Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1	
2	
DATE:	

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1 _____

2 _____

DATE: _____

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	NEMISA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the bid of any bidder if that bidder, or any of its directors: ☐ Have abused the SCM system of the NEMISA. ☐ Have committed proven fraud or any other improper conduct in relation to such system. ☐ Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified,

Section B 1: Special Conditions of Bid and Contract

	NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to NEMISA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.
16.4	Part 2: SARS Tax Clearance Certificate(s)
16.4.1	Bidders must ensure compliance with their tax obligations. 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. Application for tax compliance status (TCS) 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. Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, will be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the bid must complete and return the "Declaration of Interest" (Section B-2). Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
16.6	Part 4: Declaration of Bidder's past Supply Chain Management practices
16.6.1	Each party to the bid must complete and return the "Declaration of bidder's past Supply Chain Management practices" (Section B-3). Bids submitted without a completed and signed Declaration of bidder's past Supply Chain Management practices will be deemed non-responsive.
16.7	Part 5: Certificate of Independent Bid Determination

Section B 1: Special Conditions of Bid and Contract

16.7.1	Each party to the bid must complete and sign the Certificate (Section B-4). Bids submitted without a completed and signed Certificate of Independent Bid Determination will be deemed non-responsive.
16.8	Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017
16.8.1	Bidders must complete, sign and return the full "Preference Points Claim Form" (Section B-5) document. In addition, a valid BEE certificate must be submitted. Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.9	Part 7: Invitation to Bid
16.9.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-6) document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
16.10	Part 8: Pricing Schedule
16.10.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
16.10.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7). Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.
16.10.3	Rates for the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
16.10.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
16.10.5	Fees: ☐ The budgeted days/ hours and applicable rates of all team members as per the pricing schedule.
16.10.6	Reimbursable costs
	☐ Travel ▪ Only economy class flights are to be used.

Section B 1: Special Conditions of Bid and Contract

	▪ Preferably Group A hire cars are to be used. In circumstances where good motivation exist, Group B hire cars may be used. The difference in cost between Group B and more expensive options, will be borne by the service provider. ▪ A rate per kilometre for the use of a personal vehicles must be quoted.
	☐ VAT: Value Added Tax must be included and shown separately.
16.11	Part 9: Technical approach
16.11.1	Bidders must submit a description of the methodology and approach that will be used to perform the work as set out in the Terms of Reference. This methodology and approach must demonstrate the Bidder's understanding of the requirement and also of the environment.
16.11.2	Bidders must, at least cover the under-mentioned in their technical approach and return as part of their submission:
	☐ Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems. ☐ Describe how the work will be managed. Provide an organisation chart clearly indicating: ▪ The lines of reporting and supervision within the Bidder's team. ▪ The lines of reporting between the Bidder and the NEMISA and other stakeholders, if applicable. ☐ Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.
16.11.3	Provide a project plan of activities. In addition to providing details of the estimated number of work days for each activity, Bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.
16.11.4	Please note that Part 9 should be no longer than 20 single-sided A4 pages in Arial 11 (font size).
16.12	Part 10: Team details
16.12.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
16.12.2	For each team member there must be:
	☐ A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.

Section B 1: Special Conditions of Bid and Contract

16.13	Part 11: Experience in this field
16.13.1	Bidders should provide in this part, and return as part the submission, at least the following information. ☐ Details of contracts for similar work within the last 5 years. ☐ Contact details of a maximum of 3 organisations for which work was done.
16.14	Part 12: Registration on the CSD
16.14.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.
16.15	Part 13: Registration Certificates
16.15.1	Insert any requirements for registration with professional bodies here Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

DECLARATION OF INTEREST

Return as Part 3

1. Any legal person, including persons employed by the State², or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price bid, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –
 - 1.1. The bidder is employed by the State; and/or
 - 1.2. The bidder is a Management Board member of NEMISA and/or
 - 1.3. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 2.1. Full Name of bidder or his or her representative:
 - 2.2. Identity Number:
 - 2.3. Position occupied in the Company (director, trustee, shareholder, etc³):
 - 2.4. Company Registration Number:
 - 2.5. Tax Reference Number:
 - 2.6. VAT Registration Number:
 - 2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below
 - 2.7. Are you or any person connected with the bidder presently employed by the State? **YES / NO**
 - 2.7.1. If so, furnish the following particulars
 - ☐ Name of person/ director/ trustee/ shareholder/ member:
 - ☐ Name of State institution at which you or the person connected to the bidder is employed:
 - ☐ Position occupied in the State institution:

² "State" means

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

³ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

Section B 2: Declaration of Interest

Any other particulars:

.....

.....

.....

2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1. If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.3. If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months?

YES / NO

2.8.1. If so, furnish the following particulars.

.....

.....

.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1. If so, furnish the following particulars.

.....

.....

.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1. If so, furnish the following particulars.

.....

.....

.....

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

Section B 2: Declaration of Interest

2.11.1. If so, furnish the following particulars.

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES Return as Part 4

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
 - a. abused the NEMISA's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	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 <i>audi alteram partem</i> 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 homepage.	Yes ☐	No ☐
3.1.1	If so, furnish particulars:		
3.2	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 homepage.	Yes ☐	No ☐
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
3.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

Return as Part 5

I, the undersigned, in submitting the accompanying bid:

NEMISA/2024/INTERNAL AUDIT/RFP001 - Provision of internal audit services for a Period of 36 months

(Bid Number and Description)

in response to the invitation for the bid made by:

NEMISA

(Name of Institution)

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:
 - ☐ has been requested to submit a bid in response to this bid invitation;
 - ☐ could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - ☐ provides the same goods and services as the bidder and/or is in the same line of business as the bidder
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 consortium⁴ will not be construed as collusive bidding.

⁴ 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.

Section B 4: Certificate of Independent Bid Determination

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - ☐ prices;
 - ☐ geographical area where product or service will be rendered (market allocation)
 - ☐ methods, factors or formulas used to calculate prices;
 - ☐ the intention or decision to submit or not to submit, a bid;
 - ☐ the submission of a bid which does not meet the specifications and conditions of the bid; or
 - ☐ 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.
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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

Return as Part 6

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) SCM evaluation criteria
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SCM evaluation criteria	20
Total points for Price and SCM evaluation criteria	100

2. DEFINITIONS

Historically Disadvantaged Individual

"Historically Disadvantaged Individual" (HDI) is defined as a South African citizen –

- 1) who, due to the apartheid policy that was in place, had no voting rights in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 100 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("the interim Constitution"), and/or
- 2) who is a woman and/or
- 3) who has a disability

With the understanding that any person who received South African citizenship on or before the introduction of the interim Constitution will not be deemed to be HDI.

- "A woman" refers to a female person who is a South African citizen.
- "Disability" refers to a person with a permanent physical disability, mental disability, or awareness disability, which leads to confinement or disability or the inability to perform bodily functions in the manner or within the capacity of a normal person.

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR SCM EVALUATION CRITERIA

The specific goals allocated points in terms of the tender and Request for quotation.	Total Number of points allocated (20)
Historical disadvantaged individuals (HDI) (51 % Ownership)	10
Small, Medium and Micro Enterprises	10
Total maximum points	20

Supporting evidence to be submitted in the form of an affidavit and or financial.

Statements for SMME

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	NO
-----	----

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	NO
-----	----

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations, 2017:

6. DECLARATION WITH REGARD TO COMPANY/ FIRM

Section B 5: Preference Points Claim Form to the Preferential Procurement Regulations 2011

6.1 Name of company/firm:

6.2 VAT registration number:

6.3 Company registration number:

6.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

☐ Partnership/ Joint Venture/ Consortium

☐ One person business/ sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

(Tick applicable box)

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

6.7 Total number of years the company/firm has been in business:

6.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the SCM criteria level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

Section B 5: Preference Points Claim Form ito the Preferential Procurement Regulations 2011

- of that person's conduct;
- (a) 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;
 - (b) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
 - (c) forward the matter for criminal prosecution.

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS:
--	---

INVITATION TO BID Return as Part 7

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF NEMISA

BID NO	NEMISA/2024/INTERNAL AUDIT/RFP001	CLOSING DATE	Friday 27 September 2024	CLOSING TIME	11:00

**All Bidders must furnish the following particulars and include it in their submission
(Failure to do so may result in your bid being disqualified)**

Name of Bidder: _____

Postal address: _____

Street address: _____

: _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

VAT Registration No: _____

TAX COMPLIANCE REQUIREMENTS (Tick applicable box)

Printed TCS		SARS PIN		CSD No	

Contact details of Bidder's representative:

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

Bid No:

NEMISA bid Document

Section B 6: Invitation to Bid

e-Mail address:

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder:

Date:

Are you duly authorized to commit the Bidder? **YES / NO**

Capacity under which this bid is signed

TOTAL BID PRICE (INCLUSIVE OF VAT) ..R.
(Total bid firm price compulsory)

PRICING SCHEDULE

Services

Return as Part 8

NAME OF RESPONDENT:	
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION	

PAR NO	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY			
1	The accompanying information must be used for the formulation of proposals.				
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service	Amount excluding VAT	R		
		VAT @ 15%	R		
		Total including VAT	R		
3	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).				
3.1	Phase 1: Description				
3.1.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

Section B 8: Pricing Schedule

3.2	Phase 2: Description					
3.2.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
				Amount for phase excluding VAT	<u>R</u>	
				VAT @ 15%	<u>R</u>	
				Total per phase including VAT	<u>R</u>	
3.3	Phase 3: Description					
3.3.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
				Amount for phase excluding VAT	<u>R</u>	
				VAT @ 15%	<u>R</u>	
				Total per phase including VAT	<u>R</u>	

Section B 8: Pricing Schedule

3.4	Phase 2: Description					
3.4.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
				Amount for phase excluding VAT	<u>R</u>	
				VAT @ 15%	<u>R</u>	
				Total per phase including VAT	<u>R</u>	
3.5	Phase 3: Description					
3.5.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
		<u>R</u>	<u>R</u>		<u>R</u>	
				Amount for phase excluding VAT	<u>R</u>	
				VAT @ 15%	<u>R</u>	
				Total per phase including VAT	<u>R</u>	

Section B 8: Pricing Schedule

4 TRAVEL EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIR TRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.

4.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
	Travel (km)	R		R
	Car Hire (per day)	R		R
	Flights (economy)	R		R
			Amount excluding VAT	R
			VAT @ 15%	R
			Total including VAT	R

5 OTHER EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, E.G. THREE STAR HOTEL, BED AND BREAKFAST, TELEPHONE COST, REPRODUCTION COST, ETC). ON BASIS OF THESE PARTICULAR, CERTIFIED INVOICES WILL BE CHECKED FOR CORRECTNESS. PROOF OF THE EXPENSES MUST ACCOMPANY INVOICES.

5.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
	Accommodation (three star or equivalent)	R		R
	Meals (each)	R		R
	Per Diem (per day)	R		R
	Telephone costs (per unit)	R		R
	Reproduction costs (per page)	R		R
			Amount excluding VAT	R
			VAT @ 15%	R
			Total including VAT	R

6 Period required for commencement with project after acceptance of quotation.

7 Estimated person-days for completion of the project.

8 Are the rates quoted firm for the full period of the contract?

9 If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

