

Request for Quotation

NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA

Requested by: Ms B Mkhize

Section: Human Resources

Telephone number: 012 947 2720

Email address: bmkhize@nmisa.org

Date: 20 July 2026

SUPPLIER'S INFORMATION

Prepared by:

Address : _____

Telephone no: _____

Email address: _____

Date: _____

I hereby request the quotation on behalf of NMISA as per below specification/ Terms of Reference.

Description	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)
APPOINTMENT OF EXTERNAL AUDIT AND RISK COMMITTEE MEMBER(S) Specification: <i>(Please refer to the attached Technical Specification for further details: Technical Specification)</i> For commercial queries please contact: Supply Chain Tel: 012 947 2741 e-mail: scm5@nmisa.org For technical queries please contact: Tel: 012 947 2720 e-mail: bmkhize@nmisa.org			
			Total Price (excl. VAT)
			15% VAT
			Grand Total (incl. VAT)

NOTES TO SUPPLIER

- Suppliers are required to respond with a quotation containing their company letterhead.
- NMISA is a schedule 3A public entity according to PFMA and effects payments when all goods and services are delivered in full.
- Quotations should be firm and valid for at least a period of 30 days
- Quotations must clearly indicate delivery period
- *All Supplier quotations are subject to the provisions of the attached **SBD forms**; non-completion of SBD forms will be regarded as non-compliance.*
- For pricing above R2 000.00 - BBBEE certificate must be attached.
- Quotations should be sent to **scm5@nmisa.org**
- *The response should reach NMISA not later than **Friday, 24 July 2026 @14h00.***

TERMS OF REFERENCE FOR APPOINTMENT OF EXTERNAL AUDIT AND RISK COMMITTEE MEMBER(S)

1. BACKGROUND

The National Metrology Institute of South Africa (NMISA) is a Type 3A Public Entity established in line with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act) that mandates the NMISA to provide for the use of the International System of Units (the SI) in South Africa, to maintain national measurement standards (NMS) and to ensure the comparability and international acceptance of the NMS.

2. PURPOSE

The purpose of these Terms of Reference (ToR) is to appoint a finance and auditing expert to serve as an external audit and risk member of the NMISA Board.

3. OBJECTIVE

The objective of this Request For Quotation (RFQ) is to appoint a suitably qualified bidder to serve as an independent external ARC member of the NMISA ARC. The primary function of the audit and risk member is to provide independent oversight and advice regarding governance, risk management, internal controls, compliance, internal audit, external audit, financial reporting, and performance information.

The Independent Member shall perform his/her duties in accordance with:

- 3.1. Statutory functions in terms of the provisions of the PFMA and the National Treasury Regulations 27.2.7 applicable to audit committees in terms of section 76(4) and 77 of the Public Finance Management Act.
- 3.2. Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act)
- 3.3. Latest King Report on Corporate Governance for South Africa, as delegated by the Board
- 3.4. Auditor-General South Africa (AGSA) requirements;

- 3.5. The Board Charter and Audit and Risk Committee Terms of Reference; and
- 3.6. Relevant National Treasury guidelines and directives

4. SCOPE AND DELIVERABLES

The Independent Member shall assist the Audit and Risk Committee in:

- 4.1. Review the effectiveness of the internal control systems; the effectiveness of internal audit; risk areas of NMISA's operations covered in the scope of internal and external audits and review any accounting and auditing concerns identified as a result of internal and external audits;
- 4.2. Review the adequacy, reliability, and accuracy of financial information provided by management and other users of such information;
- 4.3. Review major issues regarding accounting principles, material information presented in the financial statements;
- 4.4. Review and findings from the external auditors, management letter and management's response to the auditors' findings and recommendations;
- 4.5. Preside over significant disagreements between external auditors and management;
- 4.6. Report on the effectiveness of internal controls in the annual report of NMISA and comment on the evaluation of the financial statements in the annual report;
- 4.7. Recommend the Audited Financial Statements and Annual Report for Board approval.

5. INDEPENDENCE AND OBJECTIVITY

In carrying out the reviews, prospective bidder must ensure that they maintain their objectivity by remaining independent of the activities they review. They shall:

- 5.1. Have no Executive or Managerial powers and functions at NMISA.
- 5.2. Not be involved in the day-to-day operations of NMISA or have any relationship with any staff member of NMISA.
- 5.3. Not be responsible for the detailed development or implementation of new systems or procedures.

- 5.4. Report directly to the Audit and Risk Committee and the Board

6. TECHNICAL/ COMPETENCIES REQUIREMENTS

The bidder must meet the below-stated technical competencies:

- 6.1. Minimum five (5) years' experience serving as an independent ARC member in Government and Public entities.
- 6.2. Professional qualifications such as CA(SA), CIA, CRMA, CISA, or MBA will serve as an added advantage.
- 6.3. Current registration with a recognised professional body (e.g., South African Institute of Chartered Accountants SAICA), Institute of Internal Auditors South Africa (IIA), Institute of Risk Management South Africa (RMSA).
- 6.4. Provide at least 3 written references of clients where similar work was undertaken, alternatively a list of at least 3 contactable names, contact numbers and email addresses.
- 6.5. Demonstrate experience in public sector governance, including internal/external audit, financial management, supply chain management and risk management.
- 6.6. In-depth knowledge of PFMA, National Treasury Regulations, Accounting standards (GRAP, IFRS), POPIA, and enterprise-wide Risk Management (EWRM) frameworks and other related public sector legislations.

7. HOURS, FEES, AND EXPENDITURE

The bidder will be required to provide the following details:

- 7.1. A breakdown of the hourly average rate, VAT inclusive, for preparation of meetings and attendance of meetings (inclusive of VAT)

Description	Estimated Hours	Rate per hour (Including VAT)	Total
Meeting Preparation	12 in total		
Meeting Attendance	12 (billing will be based on actual hours spent in the meeting)		
Total (Including VAT)			

Note: Compensation of external Audit and Risk Committee members is guided by National Treasury guidelines. No extension of scope or variation to the accepted quote shall be valid unless the bidder has obtained prior written approval from the NMISA.

8. TERM OF APPOINTMENT

The bidder will be appointed for three months, with a possibility of an extension at the discretion of the Accounting Authority.

The term of appointment will commence upon signing the appointment letter.

G. TERMS AND CONDITIONS, NDA, AND PROTECTION OF PERSONAL INFORMATION

The following conditions should be noted by the appointed bidder

- 9.1. The Bidder is prohibited from conducting any business with NMISA.
- 9.2. The Bidder will be required to confirm total independence relating to the NMISA, before and throughout the duration of the assignment.

- 9.3. The Bidder undertakes to comply with the Protection of Personal Information Act 4 of 2013 (POPIA) in the treatment of personal information of the NMISA and will be required to sign a confidentiality and non-disclosure written undertaking.

10. TERMINATION OF APPOINTMENT

The bidder appointment will be terminated if:

- 10.1. They are a disqualified person or become ineligible/disqualified under relevant legislation.
- 10.2. The bidder breaches any of the terms and conditions of the signed SLA, more particularly as it relates to the quality of resources and compliance with the project duration.
- 10.3. The bidder fails to attend any meetings as agreed.

Mandatory requirements:

Requirements	Documents to submit
Minimum five (5) years' experience serving as an independent ARC member in Government and Public entities.	Curriculum Vitae detailing the work done Appointment letters
Current registration with a recognised professional body (e.g., South African Institute of Chartered Accountants SAICA), Institute of Internal Auditors South Africa (IIA), Institute of Risk Management South Africa (RMSA).	Valid proof of professional registration

10.2 Evaluation criteria

The 80/20 preference points system will apply to this RFQ

The following formula would be applied:

$$Ps = 80[1 - Pt - Pmin / Pmin]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

11. DISCLAIMER

The NMISA reserves the right not to appoint and is also not obliged to provide reasons for the rejection of any quotation. The NMISA reserves the right to:

- Request further information from any Bidder after the closing date, for clarity purposes.
- Decline to consider any proposal that does not conform to any aspect of the procurement process.

12. ENQUIRIES

Technical: Ms B Mkhize (012) 947 2720 or e-mail to bmkhize@nmisa.org

SCM: 012 947 2741 or email to scm5@nmisa.org

13. SUBMISSION OF QUOTATIONS

Quotations must be submitted electronically to scm5@nmisa.org, The response should reach NMISA not later than Friday, 24 July 2026 @14h00

No late submissions will be considered. Bidders are required to sign a register at the reception when submitting their proposals.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF NMISA SCM POLICY

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PER NMISA SCM POLICY.

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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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:

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

Where

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of NMISA SCM Policy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
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- 7.1.1 If yes, indicate:

- What percentage of the... contract will be subcontracted %
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐
Black people with disabilities	☐	☐
Black people living in rural or underdeveloped areas or townships	☐	☐
Cooperative owned by black people	☐	☐

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 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 B-BBE status 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;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 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
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....