



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 20 – COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

NB. Tick with “X” if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	The form must be completed and signed electronically or in black ink.			
Bid submission	- Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties. Only one (1) original copy must be submitted, signed by an authorised representative (s). - This is a Two-Envelope System for the technical proposal and pricing proposal. - The Technical Proposal MUST be submitted separately from the Price Schedule and SBD 3.3. form. - Price Schedule and SBD 3.3 form must be submitted in separate clearly marked sealed envelope. This envelope must be clearly marked with the bidder’s name and tender description. - A second copy of the technical submission MUST be submitted per a virus free USB and MUST not include			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	the Pricing Schedule and information relating to Pricing.			
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted			
Pricing / Costing Schedule	- Submit the Pricing/Costing Schedule in separate sealed envelope clearly marked with bidder's name, tender description, and tender number - The bidder must fully complete and sign the SBD 3.3 form electronically or in black ink. Failure to submit Pricing Envelope separately will disqualify the bid.			
Declaration of Interest (SBD 4)	The bidder must fully complete and sign the Declaration of interest form. For JV or consortium all parties must complete and sign this declaration, per company.			
Proposal submission	This is a Two-Envelope System for the technical proposal and pricing proposal			
Briefing Session	- A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.			
Central Supplier Database <u>Registration</u>	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			

DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2 EVALUATION)

Criterion	Requirement	Comply	Not Comply	Not Applicable
Bidder's Experience	The bidder must have a minimum of four (4) years experience in providing			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	internal audit services. COMPULSORY: Complete the <u>Bidder's Experience Schedule</u> of the Request for Bid Document.			
Quality Assurance	The bidder must provide a signed letter of undertaking, in the bidder's letterhead, to confirm that the bidder adopts a quality assurance and improvement program (QAIP) as per the International Standards for the Professional Practice of Internal Auditing.			
Reference Letters for the Bidder	Provide project related Reference Letters, dated, and duly signed on the serviced organisation's letterhead, stating the internal audit service provided and the duration of the service(s) in line with the years of experience in the Company Experience schedule.			
Experience of the Reviewing Partner	The Reviewing Partner, must either be a Certified Internal Auditor (CIA) or a Chartered Accountant South Africa (CA(SA)) and must have a minimum of three (3) years management experience in auditing. The bidder must submit the resource's CV and certified proof of qualification as a CIA or CA(SA). NB! Complete the <u>Reviewing Partner's Experience Schedule</u> of the Request for Bid Document. Reviewing Partner's experience on the schedule must be clearly linked to the CV.			
Lead Audit Manager Experience	- The Lead Audit Manager must have a minimum of two (2) years experience of post auditing articles, at a supervisory/ managerial level. The bidder must submit the resource's CV, certified copy of the accounting/auditing qualification(s) and certified proof of completed articles. NB! Complete the <u>Lead Manager's Experience Schedule</u> of the Request For Bid Document. Lead Audit Manager's Experience on the schedule must be clearly linked to the CV.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Audit Senior	- The Audit Senior must have a minimum of four (4) year's experience in auditing with one (1) year's post auditing articles. - Of the above four (4) years experience, the Audit Senior must at least have 1 year's experience in auditing the Public Sector - The bidder must submit the resource's CV, certified copy of the accounting/auditing qualification and certified proof of completed articles. NB! Complete the <u>Audit Senior's Experience Schedule</u> of the Request for Bid Document. Audit supervisor's experience on the schedule must be clearly linked to the CV.			
Other Team Members and their Qualifications	- The bidder must assign a minimum <u>of two (2) Internal Audit Professionals,</u> Qualification - The team members must have an Accounting / Internal Audit / Auditing qualification. Experience - The team members must have a minimum of one (1) year's auditing experience. (NB! Certified copy of professional affiliation, where team member is still doing articles) The bidder must submit the team member's CVs and certified proof of qualification(s). NB! Complete <u>Schedule</u> of the Request for Bid Document for each resource assigned to this project. Experience of the Team Members on the schedule must be clearly linked to the CV.			