



SCM /Tender Ref #:	DPME 10-2019/20
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Request for proposals for:	Internal Audit co-source partners
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Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
01st July 2019	12 Months

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team, hourly Allocation per Audit Type, Pricing information (must include Vat) and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template)
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

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1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed project organogram methodology / approach
- Project Deliverables

2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

2.1. Company and Team composition

2.1.1. Company Experience and Qualification Profile Requirements

Service Provider must meet the below stated requirements:

- 2.1.1.1 Minimum three (3) years company experience in Internal Audit, Financial Audits, Operational Audits, Compliance Audits, Governance Risk, Fraud Audit, ICT Audits.
- 2.1.1.2 Service Provider must have staff members with experience in Financial Audits, Operational Audits, Compliance Audits, Governance Risk, Fraud Audit and IT Audits (Including IT Security Reviews);
- 2.1.1.3 Staff profile must have appropriate qualification in one or more of the following qualifications, Internal Audit, Compliance Audits, IT Audits (including Security Audit), and Accounting, (B Com, B Tech Internal Audit, Accounting, Honours, Masters qualification);
- 2.1.1.4 Professional Qualifications such as CIA, CISA, CA(SA) CFE, CRMA;
- 2.1.1.5 Evidence of adequate and dedicated resources available to conduct the assignments for the duration of the contract, qualifications and experience of such resources, (attached CV's, qualifications, etc.);
- 2.1.1.6 Profile of the firm including the qualification profile of the company (contactable reference should be attached to the proposals), at least three (3) references and contact details;
- 2.1.1.7 Appropriate evidence of statutory registrations requirements, professional memberships and associations must be provided; and
- 2.1.1.8 Project plan, resource allocation in line with the project allocated hours as per the approved Annual Internal Audit Plan. (See Annexure B1)

Bidders must demonstrate adequate capacities, competencies and experience in the various audit assignments to be undertaken. The attached template must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

Roles*	Qualifications	Experience
Engagement / Audit Partner	Minimum: CA (SA) / CISA / CIA / CFE / CRMA / Masters degree Advantage: Doctorate	Minimum: 10 years working experience in Internal Audit/ Financial Audit/ ICT Audit/ Risk & Governance/ Investigations
Engagement Manager / Supervisor	Minimum: Honours Degree Internal Audit, Accounting Advantage: CA (SA) / CISA / CIA / CFE / CRMA / Masters degree Doctorate	Minimum: At least 6 years total work experience in Internal Audit/ Financial Audit/ ICT Audit/ Risk & Governance /Investigations
1 st Internal Auditor	Minimum: B Com Internal Auditing / Accounting, B Tech Internal Auditing, IT, Investigation, Risk Management, Advantage: Honours Degree Internal Audit, Accounting CA (SA) / CISA / CIA / CFE / CRMA / Masters degree	Minimum: 3 years working experience in Internal Audit/ Financial Audit/ ICT Audit/ Risk & Governance/ Investigations
2 nd Internal Auditor	Minimum: B Com Internal Auditing / Accounting, B Tech Internal Auditing Advantage: CA (SA) / CISA / CIA / CFE / CRMA / Honours Degree Internal Audit, Accounting Masters degree	Minimum: 3 years working experience in Internal Audit/ Financial Audit/ ICT Audit/ Risk & Governance /Investigations

* One team member can have more than one of the roles indicated.

Initials of specification committee members: NE FM O.B.S
Final IAA Co-Source Partner TOR - 07th May 2019.docx Ver: 2018/12/01

**** Score will be combined for all team members – All team members must meet minimum criteria stipulated above to receive a score of 3.**

2.2. Confirmation of experience, qualification and availability

The following must be submitted for each of the proposed team members:

- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project of to produce the deliverable(s) as indicated in Annexure B1.
- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Copies of qualifications.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

2.3. Past performance

The past performance of bidders in executing similar projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects.

2.4. Project management

The bid proposal submitted by the bidder must include a detailed project plan / project organogram for each of type audit (Compliance Audit, Financial Audit, ICT Security / ICT Governance / General & Applications Controls Review. Resource allocation to each audit type must be reflective of the relevant qualification, experience, competencies and skills per team member at the various levels (Partner, Senior Manager / Supervisor and Internal Auditor). The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

3. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B1 must be used to summarise costing.

4. EVALUATION OF BIDS

4.1. Administrative requirements

Annexures B1 must be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

4.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

4.3. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Functional Evaluation Criteria		Weight	Min. Score
1.1	Firm / Company composition (par 2.1.1.1 of ToR and Annexures B1): 1= Proposed Firm / Company does not meet the required company experience. 3= Proposed team meets the required company experience.	3	9
1.2	Engagement / Audit Partner (par 2.1 of ToR): 1= The Engagement / Audit Partner does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The Engagement / Audit Partner meets all of the minimum experience and qualifications requirements. 4= The Engagement / Audit Partner exceeds the minimum experience or qualifications requirements.	3	9
1.3	Engagement Manager / Supervisor (par 2.1 of ToR): 1= The Engagement Senior Manager / Supervisor does/do not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The Engagement Senior Manager / Supervisor meet(s) all the minimum experience and qualifications requirements. 4= The Engagement Senior Manager / Supervisor exceed(s) the minimum experience or qualifications requirements.	3	9
1.4	1st Internal Auditor (s) ** (par 2.1 of ToR): 1= The Internal Auditor do/does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The Internal Auditor meet(s) all the minimum experience and qualifications, submitted verifiable references, and submitted written confirmation of availability for project requirements. 4= The Internal Auditor exceed(s) the minimum experience or qualifications requirements.	3	9

Functional Evaluation Criteria		Weight	Min. Score
1.5	2nd Internal Auditor (s) ** (par 2.1 of ToR): 1= The Internal Auditor do/does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The Internal Auditor meet(s) all the minimum experience and qualifications, submitted verifiable references, and submitted written confirmation of availability for project requirements. 4= The Internal Auditor exceed(s) the minimum experience or qualifications requirements.	3	9

**** Combines score for all experts – All experts must meet minimum criteria stipulated above to receive a score of 3**

4.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 70% for both functional evaluation parts 1 and 2, to present their bids.

The final evaluation and scoring of bids will based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

Part 2: Minimum functional requirements: Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Price/PPFA evaluation.

Functional Evaluation Criteria		Weight	Min. Score
2.1	Understanding the brief. The proposal and / or presentation by the service provider (Annexure A and B1): 1= Did not address the purpose and objectives of the project. 2= Proposal shows minimal understanding of the sectors and partially addresses the purpose and objectives of the project. 3= Proposal shows good understanding of the sectors and fully addresses the purpose and objectives of the project. 4= Proposal shows exceptional understanding of the sectors, the purpose and objectives of the project responded innovatively and proposal offered added value to the project.	5	15
2.2	Extent to which the proposal costing, resource allocation, is realistic given the scope and time frames of the project (Annexure A and B1) 1= Costing & resource allocation of the project is not aligned to the scope and times frames of the project. 2= Costing & resource allocation of the project not entirely aligned to scope and time frames and may negatively impact delivery. 3= The costing & resource allocation is realistic given the scope and time frames of the project. 4= The costing & resource allocation provides innovative solutions to reduce costs associated with the project.	5	15

4.5. Price / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

5. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project (“Background IP”) shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 6.1 The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter.
- 6.2 DPME reserves the right to negotiate with the successful bidder on price.
- 6.3 The service provider must ensure that their work is confined to the scope as defined.
- 6.4 The successful bidder will be required to include DPME Internal Audit personnel in their project team in performing engagements, and to put in place an effective programme for transfer of skills to the DPME personnel.
- 6.5 Travel between the consultant’s home and or place of work to the DPME vice versa will not be for the account of this organization, including any other disbursements.
- 6.6 No advance payment will be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by DPME and the successful bidder. DPME will pay within the prescribed period according to PFMA. The price quoted by the prospective service provider must include Value Added Tax (VAT) and should be completed in line with Annexure B1
- 6.7 The successful bidder must at all times comply with DPME’s policies and procedures (e.g. IT policies, code of conduct e.t.c.) as well as maintain a high level of confidentiality of information.
- 6.8 DPME will have ownership of all working papers generated during audit or ad hoc consulting work.
- 6.9 Further, the successful bidder may return provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation.
- 6.10 As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the DPME or his/her delegate.

- 6.11 The service provider will therefore be required to sign a declaration of secrecy with DPME. At the end of the contract period or termination of the contract, all information provided by DPME will become .The property of DPME and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by DPME unless authorized in terms of the declaration of secrecy.
- 6.12 The service provider will be required to sign a service level agreement with DPME prior to the commencement of the contract.
- 6.13 As the commencement of this contract is of critical importance, it is imperative that the prospective Service Provider is available immediately. Failing to commence with this contract immediately from date of notification by DPME could invalidate the prospective service provider's proposal.
- 6.14 The successful service provider may be required to attend strategic workshops as may be required from time to time. This would ensure that the successful service provider obtains knowledge of the procedures of DPME. The cost of attendance will be for the account of DPME.
- 6.15 Prospective bidder contracted must be able to ensure continuity of staff on the project.
- 6.16 Where a team member assigned to the project leaves the organisation, it is incumbent upon the Service Provider to ensure the timely replacement of that team member with equal or better skills in consultation with the Chief Audit Executive.
- 6.17 Proposals submitted by a consortium or a joint venture should include the official documentation which indicates the composition thereof, the responsible people of the said venture, what aspect of the scope of work the other party would be responsible for and their percentage contribution of work to the overall contract. Only proposals from service providers established in the Republic of South Africa will be considered.
- 6.18 DPME will not be held responsible for any costs incurred by the service provider in the preparation and submission of the Bid.
- 6.19 Acceptance of any Bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract. The service provider will be responsible for ensuring proper supervision of their staff. Proposals must be signed by a person who has been authorized to do so.
- 6.20 Prospective bidders must address all the functionality criteria to allow evaluation of the bidder capability.

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 10-2019/20
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Request for proposals for:	Internal Audit co-source partners
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1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation (DPME), has an in-house Internal Audit Function lead by a Chief Audit Executive. In order to complement its internal audit capacity, DPME calls for service providers to submit proposals to provide co-sourced audit services as per the scope mentioned in the terms of reference. Please note that the services will be requested as and when required.

2. PURPOSE

The purpose of this tender is to appoint a service provider to assist the Internal Audit unit in a co-sourced capacity to deliver on their mandate within Department of Performance Monitoring and Evaluation (DPME)

3. OBJECTIVES AND SCOPE OF PROJECT

Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve DPME's operations. The objective of Internal Audit is to assist DPME to accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, controls and governance processes. The primary role of the Internal Audit Function is to assist management in the effective discharge of their responsibilities, providing management and Audit Committee with assurance on the adequacy, effectiveness and efficiency of internal control, risk management and governance processes within DPME.

All internal audit work will be carried out at DPME offices in Pretoria. The successful service provider will be required to perform the following services:

- 3.1 Execute audit assignments in accordance with the approved Three (3) Year Rolling Strategic and Annual Internal Audit Plan as approved by Audit Committee;
- 3.2 Execute audit assignments in accordance with the DPME Internal Audit Methodology;
- 3.3 Review the reliability and integrity of financial and non-financial information;
- 3.2 Review compliance with laws, regulations, policies, plans, and procedures;
- 3.3 Review the adequacy, effectiveness and efficiency of internal controls on the safeguarding assets;
- 3.4 Review the economic, efficiency and effectiveness of DPME resource management and monitoring functions;
- 3.5 Review business operations and projects to ascertain whether results/ deliverables are consistent with established objectives or goals and whether the operations and projects are carried out as planned;
- 3.6 Perform special assignments on behalf of Management and / or the Audit Committee;
- 3.7 Liaise with external auditors whenever necessary;
- 3.8 Follow-up of prior year audit findings, including fraud alerts;
- 3.9 Transfer of skill to DPME internal audit staff;
- 3.10 Make presentations to the Audit Committee on findings resulting from audit reviews as and when deemed necessary.

TERMS OF REFERENCE: ANNEXURE A

4. DELIVERABLES AND TIMEFRAMES

The appointed service provider/s will be expected to execute in accordance to the approved risk-based internal audit plan. The service provider / bidder shall adopt the approved Internal Audit methodology of the DPME and the service provider will be obligated to follow the reporting framework of the DPME.

Each audit assignment should consist of at least the following:

- 4.1 Notification & Request for Information Letter;
- 4.2 Engagement Letter;
- 4.3 Minutes of opening meeting;
- 4.4 Resource allocations (Audit Planning Memorandum);
- 4.5 Budget approval;
- 4.6 Pre-audit survey / Questionnaire;
- 4.7 Declaration of Interest;
- 4.8 System Description;
- 4.9 Risk and Control Matrix;
- 4.10 Audit Program;
- 4.11 Working Paper/CAATS (where applicable) and Appendices of Working Paper;
- 4.12 Client Satisfaction Survey;
- 4.13 Findings Worksheets;
- 4.14 Draft Report and Final Report (With management comments);
- 4.15 Minutes of closing meeting;
- 4.16 Project Appraisals;
- 4.17 Quality Assurance (Each project file and its accompanying report to be quality assured and the report thereafter formerly issued to the Auditee)

All audits are to be carried out according to the Approved Internal Audit Plan and Ad Hoc assignments approved by the Audit Committee and agreed timelines per the individual scope letters. Other assignments will be carried out as agreed with management.

5. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

The Chief Audit Executive (CAE) of DPME will engage successful contractor to perform identified assignments by issuing or signing an engagement letter that details the scope of work to be performed and deliverables associated to that particular assignment.

The service provider is to meet with the CAE and submit regular progress reports for work conducted on behalf of DPME, at agreed intervals. On completion of each assignment, the service provider together with the CAE shall conduct close out meetings with auditees to discuss the final report. The CAE shall assess the performance of the service provider at the beginning, during and at the end of each allocated project.

All audit assignments shall be supervised by a staff member at Management Level who will in turn be supervised by a Director as agreed to in the signed contract.

The service providers must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract, unless agreed otherwise with the Chief Audit Executive.

If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person appointed to be able to transfer skills and knowledge. The replacement resource shall possess equivalent level of qualifications, knowledge and experience as the incumbent.

6. HOURS, FEES AND PRICING

Bidders should provide a clear pricing schedule detailing the cost of providing the required services, including disbursement charges. The terms and fees proposed for proposed services should include a proposed escalation in fees over a period of one (1) years.

The fees should be based on an estimated 1 200 hours for the duration of the contract, broken down as follows:

- 6.1 Year (1) One, 1 200 hours.

TERMS OF REFERENCE: ANNEXURE A

The Service Provider will be required to provide the following detail:

- 6.2 An Audit Planning Memorandum for each type of audit assignment (Compliance Audit, Financial Audit, Performance Audit, IT General Controls Review Audit and IT Security Audit);
- 6.3 An Audit Planning Memorandum should clearly indicate the project hours, Hourly Rate Per Allocated Resources;
- 6.4 Costed Project Organogram for the duration of one (1) year aligned to the types of audit assignments and allocated hours;
- 6.5 An estimate of hours to be spent on the Planning, Execution and Reporting Phases;
- 6.6 Audit Fees must be aligned to National Treasury rates, for completing the audit assignment in accordance with the specification;
- 6.7 All assumptions made in drawing the proposal, including all cost factors must be detailed;

Prices quoted must be valid for at least 90 (ninety) days from the closing of the tender. Any proposal that does not include information required in this paragraph will be disqualified.

Note: No variation, to the accepted quote, will be allowed unless the service provider has obtained prior written approval from the DPME.

7. QUALITY ASSURANCE REVIEW OF WORK DONE

The service provider shall ensure that all work conforms to the International Standards for the Professional Practice of Internal Auditing. Such work shall further be subject to an external quality assurance review as may be considered and also internal quality assurance which will be conducted by the Chief Audit Executive.

8. INDEPENDENCE AND OBJECTIVITY OF AUDIT STAFF

In carrying out the work, service providers must ensure that their staff maintains their objectivity by remaining independent of activities they audit. The service provider shall:

- 8.1 Have no executive or managerial powers, functions or duties except those relating to this assignment;
- 8.2 Not be involved in the day to day operations of DPME; and
- 8.3 Not be responsible for the detailed development or implementation of new systems, policies and procedures within DPME.

9. FRAUD AND IRREGULARITIES

Internal Auditors should have sufficient knowledge of fraud to identify indicators that fraud may have occurred. If sufficient control weaknesses are detected, additional tests conducted by Internal Auditors should include tests to other indicators of fraud. Any such weaknesses must be reported immediately to the Chief Audit Executive, without disclosing these to any other staff. This also applies to instances where serious fraud and irregularity is uncovered.

10. OTHER

None

COMPLIANCE AUDIT - Project Costing

Financial Year 2019/20 (Year 1)

Nature of Audit Assignment:

Compliance Audit

Total Proposed Project Hours:

240

		Senior Manager (Partner)	Internal Audit Supervisor	Internal Auditor	Internal Auditor	
Charge Rate Per Hour (VAT Incl)		0,00	0,00	0,00	0,00	
Planning Activities		Hourly Allocations Per Activity Per Resource				Cost Per Activity (P.)
Pre Audit Questionnaire		0,00	0,00	0,00	0,00	0,00
Proposed Client Visit Letter		0,00	0,00	0,00	0,00	0,00
Project Planning Meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Engagement letter		0,00	0,00	0,00	0,00	0,00
Opening meeting and minutes		0,00	0,00	0,00	0,00	0,00
System descriptions		0,00	0,00	0,00	0,00	0,00
Risk and control matrix		0,00	0,00	0,00	0,00	0,00
Audit Program		0,00	0,00	0,00	0,00	0,00
Planning	hrs	0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK ONE)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK TWO)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK THREE)		0,00	0,00	0,00	0,00	0,00
Field work	hrs	0,00	0,00	0,00	0,00	0,00
Finding worksheet		0,00	0,00	0,00	0,00	0,00
Draft Report		0,00	0,00	0,00	0,00	0,00
Closing meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Quality Assurance & Referenced Audit File		0,00	0,00	0,00	0,00	0,00
Issued Final report & Submission		0,00	0,00	0,00	0,00	0,00
Completion Activities		0,00	0,00	0,00	0,00	0,00
Totals Project Hours Per Activity & Project Cost		0,00	0,00	0,00	0,00	0,00

FINANCIAL AUDIT - Project Costing

Financial Year 2019/20 (Year 1)

Nature of Audit Assignment:

Financial Audit

Total Proposed Project Hours:

240

		Senior Manager (Partner)	Internal Audit Supervisor	Internal Auditor	Internal Auditor	
Charge Rate Per Hour (VAT Incl)		0,00	0,00	0,00	0,00	
Planning Activities		Hourly Allocations Per Activity Per Resource				Cost Per Activity (R)
Pre Audit Questionnaire		0,00	0,00	0,00	0,00	0,00
Proposed Client Visit Letter		0,00	0,00	0,00	0,00	0,00
Project Planning Meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Engagement letter		0,00	0,00	0,00	0,00	0,00
Opening meeting and minutes		0,00	0,00	0,00	0,00	0,00
System descriptions		0,00	0,00	0,00	0,00	0,00
Risk and control matrix		0,00	0,00	0,00	0,00	0,00
Audit Program		0,00	0,00	0,00	0,00	0,00
Planning	hrs	0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK ONE)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK TWO)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK THREE)		0,00	0,00	0,00	0,00	0,00
Field work	hrs	0,00	0,00	0,00	0,00	0,00
Finding worksheet		0,00	0,00	0,00	0,00	0,00
Draft Report		0,00	0,00	0,00	0,00	0,00
Closing meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Quality Assurance & Referenced Audit File		0,00	0,00	0,00	0,00	0,00
Issued Final report & Submission		0,00	0,00	0,00	0,00	0,00
Completion Activities		0,00	0,00	0,00	0,00	0,00
Totals Project Hours Per Activity & Project Cost		0,00	0,00	0,00	0,00	0,00

PERFORMANCE AUDIT - Project Costing

Financial Year 2019/20 (Year 1)

Nature of Audit Assignment:

Performance Audit

Total Proposed Project Hours:

240

		Senior Manager (Partner)	Internal Audit Supervisor	Internal Auditor	Internal Auditor	
Charge Rate Per Hour (VAT Incl)		0,00	0,00	0,00	0,00	
Planning Activities		Hourly Allocations Per Activity Per Resource				Cost Per Activity (R)
Pre Audit Questionnaire		0,00	0,00	0,00	0,00	0,00
Proposed Client Visit Letter		0,00	0,00	0,00	0,00	0,00
Project Planning Meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Engagement letter		0,00	0,00	0,00	0,00	0,00
Opening meeting and minutes		0,00	0,00	0,00	0,00	0,00
System descriptions		0,00	0,00	0,00	0,00	0,00
Risk and control matrix		0,00	0,00	0,00	0,00	0,00
Audit Program		0,00	0,00	0,00	0,00	0,00
Planning	hrs	0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK ONE)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK TWO)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK THREE)		0,00	0,00	0,00	0,00	0,00
Field work	hrs	0,00	0,00	0,00	0,00	0,00
Finding worksheet		0,00	0,00	0,00	0,00	0,00
Final Report		0,00	0,00	0,00	0,00	0,00
Closing meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Quality Assurance & Referenced Audit File		0,00	0,00	0,00	0,00	0,00
Issued Final report & Submission		0,00	0,00	0,00	0,00	0,00
Completion Activities		0,00	0,00	0,00	0,00	0,00
Totals Project Hours Per Activity & Project Cost		0,00	0,00	0,00	0,00	0,00

Annexure B1

IT GENERAL & APPLICATION CONTROLS REVIEW - Project Costing

Financial Year 2019/20 (Year 1)

Nature of Audit Assignment:

IT General & Application Controls Review

Total Proposed Project Hours:

240

		Senior Manager (Partner)	Internal Audit Supervisor	Internal Auditor	Internal Auditor	
Charge Rate Per Hour (VAT Incl)		0,00	0,00	0,00	0,00	
Planning Activities		Hourly Allocations Per Activity Per Resource				Cost Per Activity (R)
Pre Audit Questionnaire		0,00	0,00	0,00	0,00	0,00
Proposed Client Visit Letter		0,00	0,00	0,00	0,00	0,00
Project Planning Meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Engagement letter		0,00	0,00	0,00	0,00	0,00
Opening meeting and minutes		0,00	0,00	0,00	0,00	0,00
System descriptions		0,00	0,00	0,00	0,00	0,00
Risk and control matrix		0,00	0,00	0,00	0,00	0,00
Audit Program		0,00	0,00	0,00	0,00	0,00
Planning	hrs	0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK ONE)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK TWO)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK THREE)		0,00	0,00	0,00	0,00	0,00
Field work	hrs	0,00	0,00	0,00	0,00	0,00
Finding worksheet		0,00	0,00	0,00	0,00	0,00
Draft Report		0,00	0,00	0,00	0,00	0,00
Closing meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Quality Assurance & Referenced Audit File		0,00	0,00	0,00	0,00	0,00
Issued Final report & Submission		0,00	0,00	0,00	0,00	0,00
Completion Activities		0,00	0,00	0,00	0,00	0,00
Totals Project Hours Per Activity & Project Cost		0,00	0,00	0,00	0,00	0,00

IT SECURITY AUDIT - Project Costing

Financial Year 2019/20 (Year 1)

Nature of Audit Assignment:

IT Security Audit

Total Proposed Project Hours:

240

		Senior Manager (Partner)	Internal Audit Supervisor	Internal Auditor	Internal Auditor	
Charge Rate Per Hour (VAT Incl)		0,00	0,00	0,00	0,00	
Planning Activities		Hourly Allocations Per Activity Per Resource				Cost Per Activity (R)
Pre Audit Questionnaire		0,00	0,00	0,00	0,00	0,00
Proposed Client Visit Letter		0,00	0,00	0,00	0,00	0,00
Project Planning Meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Engagement letter		0,00	0,00	0,00	0,00	0,00
Opening meeting and minutes		0,00	0,00	0,00	0,00	0,00
System descriptions		0,00	0,00	0,00	0,00	0,00
Risk and control matrix		0,00	0,00	0,00	0,00	0,00
Audit Program		0,00	0,00	0,00	0,00	0,00
Planning	hrs	0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK ONE)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK TWO)		0,00	0,00	0,00	0,00	0,00
Audit Execution (WEEK THREE)		0,00	0,00	0,00	0,00	0,00
Field work	hrs	0,00	0,00	0,00	0,00	0,00
Finding worksheet		0,00	0,00	0,00	0,00	0,00
Draft Report		0,00	0,00	0,00	0,00	0,00
Closing meeting & Minutes		0,00	0,00	0,00	0,00	0,00
Quality Assurance & Referenced Audit File		0,00	0,00	0,00	0,00	0,00
Issued Final report & Submission		0,00	0,00	0,00	0,00	0,00
Completion Activities		0,00	0,00	0,00	0,00	0,00
Totals Project Hours Per Activity & Project Cost		0,00	0,00	0,00	0,00	0,00

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

**STANDARD DOCUMENTS TO BE SUBMITTED FOR ALL BIDS
(INCL. TENDERS) FROM R30,000 UP TO R50,000,000**

The term “Bid” Includes price quotations, advertised competitive bids, limited bids and proposals.

Required Documents	Check Bidder	Verified SCM Unit
Central Suppliers Database Registration Report Attached – Not older than 30 days NB: Only suppliers registered on CSD may bid. All required CSD information up to date.		
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) bearing SANAS logo. QMEs/EMEs: Sworn affidavit / CIPC confirmation of turnover etc.		
Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation	Check Bidder	Verified SCM Unit
Declaration certificate for local production and content for designated sectors (SBD 6.2) and all applicable Annexures.		

Declaration			
<ul style="list-style-type: none"> I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury). I have studied, accurately completed and submitted all the documents indicated in the above checklist. I have read and agree with the conditions applicable to all bids as contained in this document. I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference. I am the authorised signatory of the applicant. I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid. 			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact persons indicated on the bid documents; or

Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria. dpme.scm@dpme.gov.za. Tel 012 473 1222

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

ALL DPME BID DOCUMENTS ARE AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND ARE NEVER SOLD

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS WHO ARE PERSONS IN THE SERVICE OF THE STATE.

1. GENERAL

This request is issued in terms of all applicable legislation, including but not limited to: the Public Finance Management Act (Act 1 of 1999) as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management instructions issued by the National Treasury, General Conditions of Contract published by National Treasury (GCC), the B-BBEE Act (Act 53 of 2003), applicable Departmental Policies and any other special conditions of contract indicated in bid documents.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The Department reserves the right to make public the names of all bidders as well as total bid prices and B-BBEE points claimed, after the closing date and time for the bid.
- The Department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids/proposals.
- The Department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1. Bidders must ensure compliance with their tax obligations.
- 2.2. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the Department to verify the taxpayer's profile and tax status.
- 2.3. Applications for a tax compliance status (TCS) certificate or pin may be made via e-filing through the SARS website www.sars.gov.za. Bidders may also submit a printed TCS certificate with this bid.
- 2.4. Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided and the tax compliance status on CSD will be utilised by the Department.
- 2.5. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.6. The tax compliance requirements are not applicable to foreign bidders / individuals with no South African tax obligations or no history of doing business in South Africa. Foreign suppliers must complete a pre-award questionnaire from SARS on their tax obligation categorisation.
- 2.7. For the purposes of section 256 of the Tax Administration Act of 2011 the bidder / supplier authorises the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.

3. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements (including tax compliance requirements) will be considered acceptable for further evaluation. Incomplete and late bids may be rejected. All documents indicated on page 1 must be submitted with each bid. Bidders must use the Standards Bid Documents (SBDs) included in this document (documents may not be re-typed)

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

All quoted prices must be **inclusive of VAT** and must be valid (firm) for at least 30 days for all bids excluding open tenders and for 120 days for open tenders, from the closing date indicated on SBD 1. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR / specifications.

4. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference distributed for this bid. Unless otherwise indicated in the ToR / specifications sheet, only service providers that submitted acceptable bids and that met all functional / specifications requirements will proceed to the PPPFA evaluation phase

5. PRICE EVALUATION: THE PPPFA

DPME applies the provisions of the PPPFA and Regulations to all bids with an estimated cost from R30,000. Bid amounts in the case of this particular RFQ/RFP/Tender are estimated to be R30,000 or more and the PPPFA preference points system will be applied, even if all bids received are below R30,000.

Only bids that meet all administrative requirements and meet the minimum functional requirements indicated in the ToR / specifications sheet will be evaluated in terms of the PPPFA and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BBEE certificates.

If the 80/20 preference point system is specified on SBD 6.1 and all bids received exceed R50,000,000, the bid will be evaluated on the 90/10 preference point system.

6. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the bid evaluation, comparisons or award decisions in any manner, may result in rejection of the bid. DPME shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any bid if the bidder or any of its subcontractors:

- a) Is not tax compliant
- b) Have abused the Supply Chain Management (SCM) system of the Department or any other government department, agency or entity.
- c) Have committed proven fraud or any other improper conduct in relation to such system.
- d) Have failed to perform on any previous contract.
- e) Supplied incorrect information in the bid documentation.

7. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder: Citizenship status (individuals); Company information; Criminal records (individuals); Previous tender and government contracts track records; Government employment status (individuals); Company / closed corporation ownership / membership status (individuals); Suitability to handle confidential government information; government employment status of bidders/staff/directors; Qualifications of bidders / contractors / team members; and any other information contained in bid documents

8. CENTRAL SUPPLIERS DATABASE

8.1. All suppliers must be registered on the Central Suppliers Database (CSD) managed by National Treasury (www.csd.gov.za).

8.2. The following information must be up to date on CSD:

- Tax compliance status

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

- B-BBEE Level (as indicated on B-BBEE certificate or sworn affidavit)
- Turnover (EME, QSE, etc.)
- Black ownership
- Women ownership
- Youth, Disabled and Military Veteran ownership
- Verified banking details
- Contact details

8.3. It is the responsibility a supplier to inform the DPME immediately in writing of any changes in details and to provide DPME with an updated CSD report. DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages if a bid is awarded based on incorrect information contained in the CSD report.

9. COMMITMENTS BY PARTIES

9.1. The Service Provider undertakes to:

- 9.1.1. Conduct business in a courteous and professional manner.
- 9.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 9.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 9.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 9.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 9.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 9.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 9.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 9.1.9. Store and hand over all data generated by the project (if any) to DPME in an accessible and confidential manner.
- 9.1.10. Not proceed with any work and not to incur any expense for which DPME could be liable, until such time as an official written government purchase order has been issued by DPME.

9.2. DPME undertakes to:

- 9.2.1. Manage all contracts in a professional manner.
- 9.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 9.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 9.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 9.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 9.2.6. Pay all valid invoices within 30 calendar days.

INVITATION TO BID (SBD 1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**
(Subject to the terms and conditions applicable to all bids as indicated earlier in this bid document)

BID NUMBER	DPME 10-2019/20	CLOSING DATE	21 June 2018	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date	06 June 2018	Time	10:00am	
DESCRIPTION	Internal Audit co-source partners				
BID DOCUMENTS FOR RFQs:		BID DOCUMENTS FOR RFPs AND TENDERS MUST BE:			
MUST BE SENT ELECTRONICALLY TO: The email address of the SCM official that sent out the request for quotes and CC to DPME.SCM@dpme.gov.za.		POSTED TO: Department of Planning, Monitoring and Evaluation Head: Procurement Services Private Bag X944, PRETORIA, 0001		OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street, Hatfield, Pretoria <i>The bid box is accessible on working days between 8:00 and 17:00.</i>	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
Contact persons indicated on the bid documents or Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria. dpme.scm@dpme.gov.za. Tel 012 473 1222					
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone number			Cell phone number		
E-mail address					
ID / company Reg. #			Vat registration #		
Supplier tax compliance status	Compliant		CSD MAAA #		
	Not compliant		TCS Pin (if no CSD #)		
B-BBEE Status Level verification	None				
	All (except EMEs/QSEs): Certificate Issued by SANAS accredited verification agency.				
	EMEs/QSEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths.				

Are you the accredited representative in South Africa for the goods /services /works offered? If yes attach proof	YES	NO
FOREIGN SUPPLIERS: Do not complete this form. You must contact the Department to obtain the required documentation to be completed		

Total bid price (Incl. VAT)	
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DETAILED TERMS AND CONDITIONS FOR BIDDING ARE CONTAINED IN PAGES 2 TO 4 OF THIS DOCUMENT AS WELL AS IN THE ATTACHED SPECIFICATIONS / TERMS OF REFERENCE.			
Signature (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF INTEREST (SBD 4)

NO BIDS WILL BE CONSIDERED FROM:

1. Persons in the service of the State
2. Companies/ close corporations with directors/ members who are persons in the service of the State.
3. NGO's / Non-profit institutions with directors (whether remunerated or not) in the service of the State

Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS).

Any other natural or legal person legal person may make an offer or offers in terms of an invitation to bid. , or persons having a kinship with persons employed by the state, including a blood relationship. 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:

- the bidder is employed by the state; and/or
- 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.

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

Full Name of bidder or his or her representative	
Identity Number	
Position occupied in Company (director, trustee, shareholder¹, member):	

The names of all directors / trustees / shareholders / members, their individual identity numbers, and if applicable, employee / PERSAL numbers must be indicated in the CSD report provided.

		YES	NO
1.1	Are you or any person connected with the bidder presently employed by the state?		
1.1.1	The bidder acknowledges that bids from Government employees or from companies/close corporations with directors/members that are government employees cannot be considered.		
1.1.2	The bidder further acknowledges that any false declaration in this regard will be reported to the relevant authorities		
1.1.3	If your answers to 1.1 is yes, then please provide details:		

		YES	NO
1.2	Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
1.2.1	If so, furnish particulars:		

¹ "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.

DECLARATION OF INTEREST (SBD 4)

		YES	NO
1.3	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?		
1.3.1	If so, furnish particulars:		

		YES	NO
1.4	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?		
1.4.1	If so, furnish particulars:		

		YES	NO
1.5	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract??		
1.5.1	If so, furnish particulars:		

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

See CSD report

3. DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

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

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 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 ~~exceed~~/not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

(a)	Price; and	<u>80</u>
(b)	B-BBEE Status Level of Contribution.	<u>20</u>
	TOTAL	<u>100</u>

- 1.3 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.4 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

- 2.1 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 "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;
- 2.3 "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 "EME" means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act with an annual turnover up to R10 million;
- 2.6 "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 "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;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 2.8 “prices” includes all applicable taxes less all unconditional discounts;
- 2.9 “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);
- 2.10 “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: THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{l}
 \mathbf{80/20 \text{ (Up to R50,000,000)}} \quad \mathbf{Or} \quad \mathbf{90/10 \text{ (From R50,000,000)}} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \mathbf{Or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, 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

- 4.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. An EME automatically qualifies as a level 4 contributor. An EME with at least 75% black ownership qualifies as level 1 contributor and an EME with black ownership from 51% to 74% qualifies as a level 2 contributor.
- 4.3 A Bidder other than EME must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. The certificate must be issued by a Verification Agency accredited by SANAS.

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.2 AND 4.1

B-BBEE Status Level of Contribution: = (maximum of ~~10~~ 20 points)

(Points claimed in respect of paragraph 6 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.

PREFERENCE POINTS CLAIM (SBD 6.1)

7. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)
- (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

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-BBEE status level of contributor indicated in paragraph 6 of the foregoing document, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (I) The information furnished (including information in SBD 1) 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 paragraph 6, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution’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.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database 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 National Treasury after the <i>audi alteram partem</i> rule was applied)	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	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
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - (a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by The Department of Planning, Monitoring and Evaluation (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 authorised 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 authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.