



BID DOCUMENTATION

SECTION A

INVITATION TO BID

DESCRIPTION: Provision of internal audit services for the period of three years

CLOSING DATE FOR BID : Monday, 18 November 2024 at 11h00

BID NO: ETVET 01/2024

NAME OF BIDDER: _____

COLLEGE SUPPLIERS DATABASE REGISTRATION NO. IF ANY: _____

DOCUMENTS SHOULD BE HAND DELIVERED AT THE FOLLOWING ADDRESS IN THE BID BOX:

Elangeni College for FET 15 Portsmouth Road, Pinetown 3600	THE BID BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIMES: MONDAY TO FRIDAY: 08:00 - 15:00
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Return this completed document (all 39 pages), plus supporting documents where requested, with your bid.

Bid enquiries can be directed to: Mr T Majola or Mr M Shabane, weekdays from 08:00 – 15:00. Tel no 031 492 4363

INVITATION TO TENDER

Elangeni TVET College invites experienced service providers to tender for the tender specified below:

Tender Number	Project Name	Tender Documents Available on	Compulsory Tender Briefing	Closing Date and time of Tender
ETVET 01/2024	Internal Audit for a period of three years	31 October 2024, till 11 November 2024	12 November 2024 at 10h00, Central Office 15 Portsmouth Road Pinetown 3610	18 November 2024 Time: 11h00 @ Elangeni TVET College Central Office 15 Portsmouth Road, Pinetown 3610

The scope of work, bid requirements and functionality scores are stipulated in the bid document:

Evaluation will be done on the following three stages:

Stage 1: Mandatory documentation

Stage 2: Functionality testing (Tenders need to obtain a minimum percentage score of 70% and above in functionality to proceed to the next stage of Evaluation)

Stage 3: 80/20 (The 80/20 preference points system will be applicable during the evaluation and adjudication of this Bid). Proof to be attached to claim the points below.

Specific Goals	80/20	Verification Method
1. Black South African <ul style="list-style-type: none"> • Black South Africa $\geq 51\%$ = 5 • Black South Africa 40% - 50% = 4 • Black South Africa 30% - 39% = 3 • Black South Africa 20% - 29% = 2 • Black South Africa 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates
2. Black Women Ownership <ul style="list-style-type: none"> • Black Women Ownership $\geq 51\%$ = 5 • Black Women Ownership 40% - 50% = 4 • Black Women Ownership 30% - 39% = 3 • Black Women Ownership 20% - 29% = 2 • Black Women Ownership 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates
3. Disability Ownership <ul style="list-style-type: none"> • Disability Ownership $\geq 51\%$ = 5 • Disability Ownership 40% - 50% = 4 • Disability Ownership 30% - 39% = 3 • Disability Ownership 20% - 29% = 2 • Disability Ownership 1% - 19% = 1 	5	Proof of any disabilities, e.g. signed and stamped statements or letters on a physician/professional body

4. KwaZulu Natal, Ethekewini Municipality <ul style="list-style-type: none"> • YES = 5 • NO = 0 	5	Utility Bill or Letter form the municipality
TOTAL POINTS	20	

Tender documents:

All those requiring tender documents must download them on the college website (www.elangeni.edu.za) or e-mailed by no later than 11 November 2024 @15h00.

Submission of tender documents

Duly completed tender documents together with all relevant documents should be put in a sealed envelope. Sealed envelope clearly marked “The project name, tender number” must be deposited in the tender box at Elangeni TVET College, Central Office 15 Portsmouth Road, Pinetown 3610 by no later than 18 November 2024 @ 11h00

Note to the bidders

- It is the responsibility of the bidders to ensure that tender documents are submitted timeously
- Late, faxed or emailed tender documents will not be accepted
- Elangeni TVET College does not bind itself to accept lowest bid
- Tenderers are requested to register with Central Supplier Database

For further information contact Mr T Majola for SCM queries during office hours at tel. 031 492 4363 email address: Thandolwenkosi.majola@elangeni.edu.za or for Technical queries contact Ms Zinhle Ngema on 031 492 4363 email address: Zinhle.Ngema@elangeni.edu.za

BID SPECIFICATIONS

1. SCOPE OF WORK

PURPOSE

In terms of section 25(1) of the Further Education and Training Colleges Act, 2006, the council of a public college must, in the manner determined by the Minister implement internal audit and risk management systems which are not inferior to the standards contained in the Public Finance Management Act, 1999 (Act No. 1 of 1999).

In terms of section 3.2.5 of the Treasury Regulations of March 2005 for purposes of best practice within the college, the purpose, authority and responsibility of the internal audit function must, in consultation with the audit committee, be formally defined in an audit charter and be consistent with the Institute of Internal Auditors ("IIA").

PERIOD OF AGREEMENT

This agreement will run on a three-year contract (3 Years) or until termination on one (1) months' notice given by either party.

DESCRIPTION OF SERVICES

This Tender request caters the Provision of Internal Audit Assurance and Consulting Services to Elangeni TVET College.

INTRODUCTION TO THE TVET SECTOR

Elangeni TVET College is the Technical and Vocational Education and Training College (TVETC), which fall under the Department of Higher Education and Training (DHET), part of Government's efforts to provide vocational training and education to students that are employable citizens and can create employment. In November 2012, the Minister of Higher Education and Training announced a turnaround strategy for the sector aimed at inter alia, improved institutional management and governance. An effective Internal Audit function is an integral part of ensuring the improvement of the institutional governance.

An internal audit function is required by as part of an effective risk management function.

The Elangeni TVET College is registered in terms of the CET Colleges Act of 2006 as amended in 2012.

The College operates through eight campuses located within an estimated radius of 75 kilometers in and around the Pinetown CBD. The Central Office, from where all cross-campus management and support are provided, is situated next to the Pinetown Campus, at 15 Portsmouth Road, in Pinetown.

REQUEST FOR PROPOSAL

The Elangeni TVET College is requesting the services of a firm with duly qualified professionals for the role of the internal audit service provider. Potential service providers are invited to submit proposals as per the required scope.

The College anticipates completing the preliminary evaluation process within three (3) weeks after the closing date stipulated. Potential service providers may approach the College, provided this is done in writing, to discuss its requirements in respect of the requested services outlined in this

Request for Proposal (RFP). Please note that such request for additional information will be provided to the rest of the bidders.

The College will apply its own Supply Chain Management policy and where the policy is silent; the National Treasury guidelines will apply. The College does not bind itself to accept any or the lowest tender. The College decision is final, and no deliberations will be entered. The top three shortlisted bidders will be invited to make a brief presentation of their proposal.

PROPOSAL INSTRUCTIONS AND SPECIFICATIONS OF INTERNAL AUDIT SERVICES

Proposals are hereby invited for suitable and experienced service providers to provide services as follows:

Role and objectives of Internal Auditing

The Internal Audit Function will be an objective assurance and consulting activity, which will assist the College to accomplish its objectives, by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The Internal Auditing Provider is responsible for providing an objective and independent appraisal of all the College activities, financial and otherwise. It should provide a service to the whole organization, including Council and all levels of management. It is not an extension of, nor a substitute for, good management, although it can have a role in advising management. The internal audit provider is responsible for evaluating and reporting to the College Council and executive management, thereby providing them with assurance on the arrangements for risk management, control and governance, and value for money.

The bidder(s) must demonstrate the capability to perform the internal audits in accordance with the Institute of Internal Auditors professional standards and practices, and any relevant legislation. Bidders who have or are providing internal audit services to similar entities are encouraged to submit bids. The big firms are further encouraged to form joint ventures with small and medium firms to boost the levels of expertise and transfer skills within the Internal Auditing Professions.

Treasury Regulations states that: "The internal audit function must report functionally to the Audit Committee and administratively to the Accounting Officer and must report at all Audit Committee meetings. The function must be independent of activities that are audited, with no limitation on its access to information." To achieve independence, the IA shall:

1. Act independently and be able to exercise judgement.
2. Express opinion and present recommendations with impartiality.
3. Avoid conflict of interest.
4. Be free from undue influence which either restricts or modifies the scope of work.
5. Have no direct or indirect interest over any activities of the College.
6. Not initiate or approve accounting transactions external to the internal audit division, and
7. Confirm annually to the Audit Committee on their status of independence.

The objective of this bid is to identify and appoint a suitable service provider that can establish a shared independent and objective internal Audit Function in terms with Section 27 of the Treasury Regulations prescribed in terms of sections 25(c) of the CETA.

The appointed service provider is expected to conduct the mandate of the Internal Audit Function in terms of the agreed terms of reference. The internal audit function must assist the College

Council in achieving the objectives of the College by evaluating and developing recommendations for the enhancement or improvement of the processes through which:

- a) objectives and values are established and communicated.
- b) the accomplishment of objectives is monitored.
- c) accountability is ensured; and
- d) corporate values are preserved. 2.

Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.

On a quarterly basis, provide information on the status and results of the annual internal audit plan and the adequacy of the College resources.

Perform periodic tracking and follow-up to ensure satisfactory corrective actions are completed.

Implement the annual internal audit plan, as approved, including as appropriate any special tasks or projects requested by management and/or the Audit Committee.

The Chief Audit Executive as director of internal audit, in the discharge of his/her responsibilities, shall be accountable to the Accounting Officer and the Audit Committee to:

1. Provide annually an assessment on the adequacy and effectiveness of the College's processes for controlling its activities (internal control systems) and managing its risks set in the areas defined in the annual internal audit plan.
2. Report significant non-compliance, risk management and other concerns related to the processes for controlling the activities of the College, including potential improvements to those processes, and provide information concerning such issues for further action by management.
3. Provide information, on a quarterly basis, on the status and results of the Annual Internal Audit Plan, ad hoc requests by the Audit Committee and the Accounting Officer, and the sufficiency of resources; and
4. Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

Scope of Internal Auditing services

The scope of internal audit work covers all operational and management controls and is not to be restricted to the audit of systems and controls necessary to form an opinion on the financial statements.

This implies that all systems will be subject to review, and all will be included in the audit risk assessment and considered for review following the assessment of risk. The internal audit is to give an opinion on the entire system that will include academic operations, and the role of internal audit in this area is to confirm that there are adequate systems for the management of teaching and learning and research. For example, internal audit could confirm that the examination system is operating effectively and meeting its objectives, but this does not mean that internal audit should

form academic judgements. Similarly, internal audit might review a grant to ensure that the requirements of the grant have been met.

The scope of the IAA is to determine whether the College's network of risk management, control, and governance processes, as designed and represented by management are adequate and functioning in a manner to ensure, amongst other matters, that:

1. Risks are appropriately identified and managed.
2. Significant financial, managerial, and operating information is accurate, dependable, and timely.
3. Resources are acquired economically, used efficiently and adequately protected.
4. Programs, plans, and objectives are achieved.
5. Quality and continuous improvements are fostered in the College's control process; and

Significant legislative or regulatory issues impacting the College are recognized and addressed appropriately. Opportunities for improving management control, service delivery and the College's image may be identified during audits and communicated to the appropriate level of management. The successful service provider will be required to provide the following services:

1. College Management Information System audits.
2. Compliance audits (including the audit of the prevention of fraud and corruption plan)
3. Performance Management audits as far as legislation requires.
4. Operational audits on all divisions of the institution.
5. Predetermined objectives (performance information) audits.
6. Risk management review.
7. Corporate Governance Review.
8. Ad hoc/Special Audit projects,
9. Review of disaster recovery plan & continuity plan.
10. Review of Management Reporting, Quarterly and Annual Financial Statements.
11. Review of IT governance, IT general & applicable controls.
12. Process Review of Operational policies, procedures, and implementation of internal controls and Review of college policies.

The scope of internal audit work entails testing and evaluating the adequacy and effectiveness of the College's Management system of internal control. This includes:

1. Reviewing the risk register of the College on an annual basis.
2. Establishing a three-year rolling strategy and a risk-based annual Internal Audit Operational Plan.
3. Reviewing the reliability and integrity of financial and operating information, and the means to identify, measure, classify and report such information.
4. Reviewing the College Management systems established by management to ensure compliance with policies, plans, procedures laws and regulations that could have significant impact on operations and determine whether the College complies.
5. Reviewing the means for safeguarding assets and verifying the existence of assets.
6. Reviewing the adequacy and effectiveness of internal control.
7. Appraising the economy and efficiency with which resources are employed and identifying opportunities to improve operating performance.
8. Reviewing the operations to ascertain whether the results are consistent with established objectives or goals and whether operations are being conducted as planned.

9. Performing any ad hoc projects as may be required by Management and/ or the Audit Committee.

The key performance areas of the internal audit are tabled below:

Key Responsibilities (What)	Activities (How)	Results indicators (Why)
Internal audits plan	Internal audits on all the entity's activities as determined by the Annual Internal Audit Plan according to the following auditing process: <ul style="list-style-type: none"> ▪ Planning the audit ▪ Examining and evaluating information ▪ Communicating results ▪ Follow up actions by management on findings and ▪ recommendations 	To advise management on compliance with laws, policies, and best practices as well as the status of internal controls within the College.
Fraud prevention, detection, and action	Assist with investigations in terms of the entity's fraud strategy	To minimize fraud in the entity
Ad hoc/special audits	Audit issues as requested by Management and/or the Audit Committee	To report findings to Management to determine whether further actions are required.
Performance audits	Conduct Quality Management system audits in terms of the audit plan	To determine whether resources at the College are applied effectively and economically.
Predetermined objectives (performance information) audits	Executing audits in terms of the audit plan	To determine whether plans are correctly implemented, and targets being achieved.

Reporting	Reporting on all the activities of the Internal Audit Function to the Management and the Audit Committee Meetings on a regular basis Evaluation of outputs	In order for Management and the Audit Committee to evaluate the efficiency of the Internal Audit Function. To ensure that management are furnished with correct and up to date information
Advisory services	Verbal and written advice	Enhance the quality of internal audit and governance

Extent of work Performance of audit assignments will be as follows:

1. Assignments are to be performed in accordance with the Institute of Internal Auditor's professional code of conduct. Such work shall further be subject to an external quality assurance review as may be required by the College.
2. All audit reports and working papers will become the property of the College. The performance of each assignment shall be in accordance with the approved annual internal audit plan.
3. In conducting the work, the successful bidder must ensure that their staff maintains their objectivity by remaining independent of the activities they audit.
4. On a mutually agreed basis, the responsible partner/ director shall meet with the Accounting Authority or its delegate to report on the progress of the work.
5. For planning and conducting its work the internal auditor should seek to identify serious defects in the internal controls, which might result in malpractices. Any material defects must be reported immediately to the Audit Committee without disclosing these to any other members of the staff. This also applies to instances where serious fraud and irregularity is uncovered.
6. The successful bidder may be required to attend strategic workshops as may be required from time to time. The cost of attendance will be for the account of the College.

COMPULSORY MINIMUM INFORMATION FOR COMPLIANCE

The proposal should address all the items listed in the proposal specification section below:

- a) The original Tax clearance certificate or Tax PIN, which is valid for twelve (12) months, must be submitted. (No certified or scanned copies will be accepted).
- b) If the tax certificate expires during the tender process, the service provider will be requested to provide a new valid certificate.
- c) If a proposal is submitted as a consortium or Joint Venture, original and valid tax clearance must be submitted for each member.
- d) A valid CSD report needs to be submitted.
- e) Broad-Based Black Economic Empowerment (B-BBEE) status of the service provider or legal identity of the B-BBEE partner as well as the physical and postal address of the B-BBEE partner and the capital structure.
- f) B-BBEE certificate which is issued either by an agency approved by SANAS, CIPC or auditors registered with the Independent Regulatory Board of Auditors.

FUNCTIONAL INFORMATION

Each proposal should also include the following:

- a) The legal identity of the service provider (company registration documents).
- b) The company credentials (company profile).
- c) Provide the name of the professional association of which the bidding team is a member, and the bidder's length of membership (e.g., SAICA, IRBA, IIA, etc.) Proof of such membership should be provided.
- d) Accreditation for IT systems audit and Certified Fraud Examiners accreditation.
- e) Provide proof that the bidder or its directors are not under the terms of a public or private reprimand/warning of a professional Association.
- f) Proposed budget including costs (VAT inclusive) per deliverable, per college size.
- g) The expiry date of the proposal if any.
- h) Contact details of the person dealing with the proposal at your organization.
- i) Reference letters from the TVET Colleges indicating experience in Internal Audit Activities and review of TVET sector GRAP Compliance Financial Statements for the last 5 years.

MANDATORY FUNCTIONAL COMPETENCIES AND EXPERIENCE

The bidder needs to clearly demonstrate the following:

1. Previous Minimum 5 years' experience in performing an internal audit in the TVET Sector (i.e., size of funds allocated and managed by the applicant, scope of coverage and level of deliverables achieved.); The Evaluation scoring will award points per five (5) years of experience in the higher education sector.
2. A detailed explanation of audit methodology, nature, timing, and extent of audit procedures to be performed, administration of such a project.
3. Demonstrate experience and expertise of auditing in the higher education sector entities in specific fields. - Scope of internal audit work and compliance with the CET Act and extensive expertise in the management of a complex, large-scale project with adequate fiscal management systems and procedures and IT systems audit and forensics audit.
4. Ability to implement the project in a cost-effective way.
5. The applicant must demonstrate commitment of meeting the requirement of Broad Based Black Economic Empowerment (BBBEE) and Employment Equity (EE). This is an opportunity to develop medium sized firms with an excellent reputation in the industry. The applicant is supposed to have an internal audit technician learnerships program for at least the duration of the Internal Audit contract.

Relevant registrations with the professional bodies will be assessed according to this scale:

IIA	5 points
CERTIFIED FRAUD EXAMINERS	5 points
SAICA	5 points
CISA	5 points
OTHER	5 points

The applicant organization must meet other requirements such as:

1. Compliance with all laws applicable to the organization.
2. No outstanding judgments or litigation against them. A firm with a stellar reputation will be prioritized. Points will be deducted for firms with questionable reputations.
3. Provide details of similar assignments undertaken, nature of the assignment, duration, value, number of beneficiaries serviced. The names and contact details of two referees who can provide an objective assessment of the quality of relevant and recent work undertaken by the potential Contractor and who will not be seen to be in a potential conflict of interest situation. Points will be awarded per Reference Letter - see also point 6 below.
4. The bidder will provide a proposal plan of action to achieve the objectives of the Internal Audit Function. The plan will specify budgeted hours, timelines and sequence for audit procedures, and levels of staff to be assigned. Pricing Schedule must be disclosed in this tender document.
5. Provide information that will assist the College to assess the service provider's capabilities, capacity, competitive advantages such as in-house skills, previous experience, etc.
6. Provide proof that the service provider has experience in performing internal audit services in TVET Sector. List current and past audit clients (in the TVET sector) along with the names and telephone numbers of contact persons, the value of and the number of years audit services were provided. Reference Letters required must be at minimum three for work done over the last five years.
7. An overview of the key personnel to be used on the contract. Describe the proposed audit team, in terms of the job position in the firm. List names, qualifications and hourly rates of staff member(s) who will direct and review audit work for the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. The educational background detailed resumes of all staff member's names and professional membership held must be included.
8. Provide details of staff training and development policies and procedures with specific mention of continuing professional accounting and auditing experience qualifications received by the proposed audit team during the last two years.
9. Ability to maintain the core team for the duration of the contract
10. Demonstrate any other value-added services that would set them apart as the ideal service provider.

EVALUATION CRITERIA

The evaluation criteria will be as follows:

Sub- Criteria	Item Description	Maximum Point
Company Profile	Relevant experience, accreditations & experience (Competency) Company profile including demonstrated experience in providing internal audit services in the TVET Sector with a maximum of three positive references letters from previous clients going back 5 years: Team	15 5 points - per reference letter above 5 years' internal audit experience in institutions of higher learning 0 points - no reference letter submitted or reference letter with below 5 years' experience.

	experience in providing services of the required nature	
Project plan and Methodology	A detailed proposed project plan in executing these projects, methodology and presentation.	15 15 points - detailed project plan and Methodology is submitted. 0 point - no plan and methodology submitted or plan and methodology is of inferior quality.
Staff compliment (Capacity)	Qualifications of the Engagement Partner and Senior Manager or core management team proposed for this assignment should at least have the CIA, IT systems audit accreditation, Certified fraud examiners or forensic investigations. Copies of qualifications must be provided.	15 5 points - per relevant accreditation in Internal Audit, in IT audit, in Forensics, in Fraud investigations
Rotation of service provider	Service provider which had no contract value of above R500 000.00 with Elangeni TVET College in the past 3 years.	20 20 points - Service provider which had no contract value of above R500 000.00 with the Elangeni TVET College within the past 3 years. 0 points - service provider which had a contract value of above R500 000.00 with Elangeni TVET College within the past 3 years.
Company Head Office in KZN and eThekweni Municipality	Proof of head office residential Address	10 10 points for head office in KZN and eThekweni Municipality 5 points - head office in KZN but not eThekweni Municipality 0 points - head office not in KZN
Minimum points required for qualifying		70%

Sub- Criteria	Item Description	Maximum Point
B-BBEE	Preferential Points	20

Price	Detailed costing proposal with hourly rates, and budgeted hours per sections. Demonstration of "investment" in the project as a sign of commitment to uplifting the internal auditing profession. Clear mention of "out of scope" costs and their estimated value	80
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PRICING AND COST DETAILS

The bidder must submit a comprehensive and detailed line-item budget showing total cost of the services, as well as the hourly rates (including VAT) of personnel to be involved. The budget should show service activities proposed and budgeted hours per activity and per team member. All assumptions made in drawing the budget, including all cost factors such as overheads must be detailed. The bidder will be expected to provide a view of the cost of the audit based on the hours and staff levels and experience allocated to the College.

The pricing schedule should remain VAT exclusive. The pricing evaluation will compare prices per line item.

Level of resource	QUALIFICATIONS	YEARS EXP	NAMES OF CANDIDATES PROPOSED	HOURLY RATE
Engagement partner				
Senior Manager				
Manager				
Supervisor				
Auditor				
Specialist or other (e.g., Risk, Forensic, IT, etc.)				
Disbursement and Other Costs				

The College reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

REPORTING FRAMEWORK AND SCHEDULING

The successful bidder will report to the Accounting Officer administratively and the Audit Committee as per the agreed timespans in terms of the delivery schedule for the project.

2. CONTRACT PERIOD

This agreement will run on a three-year contract (3 Years) or until termination on one (1) months' notice given by either party.

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

Part A: Standard Quotation Documentation (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: **ETVET01/2024**

CLOSING DATE: **18/11/2024**

CLOSING TIME: **11H00**

DESCRIPTION: INTERNAL AUDIT SERVICES AT ELANGENI TVET COLLEGE FOR 36 MONTHS PERIOD.

CONTRACT PERIOD: **36 MONTHS**

VALIDITY PERIOD: **THREE YEARS**.....

CENTRAL SUPPLIERS' DATABASE REGISTRATION NO.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7.1)

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT 15 Portsmouth Road, Pinetown, 3610

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally accessible from 8:00 to 15H00 Monday to Thursday and 8:00 to 13:30 Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS:.....

STREET ADDRESS:.....

TELEPHONE NUMBER:.....CODE.....NUMBER.....CELLPHONE NUMBER:.....

FACSIMILE NUMBER:.....CODE.....NUMBER.....

E-MAIL ADDRESS:.....VAT REGISTRATION NUMBER:.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION ATTACHED CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

HAS A CERTIFIED COMPANY REGISTRATION CERTIFICATE ATTACHED (CK/ ID IF SOLE PROPRIETOR) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR

A REGISTERED AUDITOR[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....DATE.....

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

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....

Standard Quotation Documentation (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel:\Mdk416-SBD2 tax clearance

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

COMPANY OFFICIAL STAMP

MANDATORY AND FUNCTIONALITY SCORING APPLICABLE TO THIS TENDER

1.1. Mandatory Documents

It was agreed that the following standard documentation should be submitted by bidders:

- Standard Bidding Document
- CIPC
- Tax Clearance Pin
- Proof of CSD registration
- Broad-Based Black Economic Empowerment (BBBEE) Certificate/Affidavit for the assertion of specific goals i.e.
 - Black SA (5 points)
 - Black Women Ownership (5 points)
 - Disability Ownership (5 points)
 - Head Office/Ethekwini Municipality (5 points)
- Proof of company registration
- Letter of good standing from Labour
- Latest financial statements
- Registration with a related professional body

1.2. Functionality Testing

It was also agreed that the service provider's functionality should be tested applying the following criteria-

1.2.1. Company profile including company organogram, services provided and CV's and qualifications of the Audit team. Demonstrating a minimum of 5 Years experience performing an internal audit in the TVET or Higher Education sector – 15 points

- 5 Years experience = 5 points
- 10 Years experience = 10 points
- 15 Years or more experience = 15 points

1.2.2. Registration in good standing with professional bodies. Certificates must be provided – capped at 25 points

- Registration with IIA = 5 points
- Registration with Certified Fraud Examiners = 5 points
- Registration with SAICA = 5 points
- Registration with CISA = 5 points
- Registration with any other relevant professional body = 5 points

1.2.3. Reference letters of internal audit service provided in the TVET or Higher Education sector - 15 points

- Reference letter(s) with experience below 5 years = 0 points
- 1 Reference letter with 5 years' or more experience = 5 points
- 2 Reference letters with 5 years or more experience = 10 points
- 3 Reference letters with 5 years or more experience = 15 points

1.2.4. Submission of a detailed project plan and methodology – 15 points

- Detailed project plan and Methodology is submitted = 15 points
- Failure to submit project plan and methodology or if the submitted or plan and methodology is of inferior quality = 0 points

1.2.5. Rotation of service provider – 20 Points

- Service provider which had no contract value of R500 000.00 and above with Elangeni TVET College in the past 3 years – 20 points
- Service provider which had a contract value R500 000.00 and above with Elangeni TVET College within the past 3 years – 0 points

1.2.6. Company head office in KZN and with Ethekewini Municipality - 10 points

- Head office in KZN and eThekwini Municipality = 10 points
- Head office in KZN but not eThekwini Municipality= 5 points

NB: The College reserves the right to exercise rotation of service providers in line with the SCM Policy.

Total Points – 100 Points (Passing points will be 70 i.e. 70%)

1.3. Preferential Procurement Points

The BSC agreed to allocate preferential procurement points based on 80/20 for price and specific goals respectively.

2. Documents for Bidders Reference

The committee has also attached the following documents for bidders to refer to, complete and provide required information where necessary:

- Terms of Reference
- Standard Bidding Document
- Paragraph 9 and

PRICING SCHEDULE: STANDARD BID DOCUMENT 3.1

Firm Prices (Purchases)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

INTERNAL AUDIT SERVICES AT ELANGENI TVET COLLEGE

NB.ALL VAT INCLUSIVE PRICES MUST PRODUCE VAT NUMBER

PRICING AND COST DETAILS

The bidder must submit a comprehensive and detailed line-item budget showing total cost of the services, as well as the hourly rates (including VAT) of personnel to be involved. The budget should show service activities proposed and budgeted hours per activity and per team member. All assumptions made in drawing the budget, including all cost factors such as overheads must be detailed. The bidder will be expected to provide a view of the cost of the audit based on the hours and staff levels and experience allocated to the College.

The pricing schedule should remain VAT exclusive. The pricing evaluation will compare prices per line item.

Level of resource	QUALIFICATIONS	YEARS EXP	NAMES OF CANDIDATES PROPOSED	HOURLY RATE
Engagement partner				
Senior Manager				
Manager				
Supervisor				
Auditor				
Specialist or other (e.g., Risk, Forensic, IT, etc.)				
Disbursement and Other Costs				

The College reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

TOTAL: YEAR 1 For the three-year period – inclusive of all costing; deliverables and VAT at 15%	R	Comments
TOTAL: YEAR 2 For the three-year period – inclusive of all costing; deliverables and VAT at 15%	R	
TOTAL: YEAR 3 For the three-year period – inclusive of all costing; deliverables and VAT at 15%	R	
GRAND TOTAL for Year 1 to 3 inclusive of all costing; deliverables and VAT at 15%	R	

Are you prepared to hold this price for 90 days from the closing date of the submission?

YES		NO	
-----	--	----	--

If no, furnish reasons:

.....

AMOUNT IN WORDS _____

Surname & Initials of Manager

Signature

Date

COMPANY OFFICIAL STAMP

Standard Quotation Documentation (SBD 4)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). 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.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“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.

2.7 Are you or any person connected with the bidder **YES** **NO**

presently employed by the state?

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES** **NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document **YES** **NO**

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

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

2.8 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? **YES** **NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES** **NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 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? **YES** **NO**

2.10.1 If so, furnish particulars.

2.11 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? **YES** **NO**

2.11.1 If so, furnish particulars:

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

COMPANY OFFICIAL STAMP

Standard Quotation Documentation (SBD 6.1)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.3.

3.3.1. **POINTS AWARDED FOR PRICE**

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals set in terms of tender.

Note to tenderers: (The tenderer must indicate how they claim points for each preference point system.)

Specific Goals	Number of points allocated	Verification Method
5. Black South African <ul style="list-style-type: none"> • Black South Africa $\geq 51\%$ = 5 • Black South Africa 40% - 50% = 4 • Black South Africa 30% - 39% = 3 • Black South Africa 20% - 29% = 2 • Black South Africa 1% - 19% = 1 		ID Copies of directors, CIPC, CSD Report, Shareholder certificates
6. Black Women Ownership <ul style="list-style-type: none"> • Black Women Ownership $\geq 51\%$ = 5 • Black Women Ownership 40% - 50% = 4 • Black Women Ownership 30% - 39% = 3 • Black Women Ownership 20% - 29% = 2 • Black Women Ownership 1% - 19% = 1 		ID Copies of directors, CIPC, CSD Report, Shareholder certificates
7. Disability Ownership <ul style="list-style-type: none"> • Disability Ownership $\geq 51\%$ = 5 • Disability Ownership 40% - 50% = 4 • Disability Ownership 30% - 39% = 3 • Disability Ownership 20% - 29% = 2 • Disability Ownership 1% - 19% = 1 		Proof of any disabilities, e.g. signed and stamped statements or letters on a physician/professional body
8. KwaZulu Natal, <ul style="list-style-type: none"> • YES = 5 • NO = 0 		Utility Bill or Letter form the municipality
TOTAL POINTS	20	

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Bidders must submit proof of all specific goals that are claimed for:

- list of all HDI's and their certified copies of identity documents and their shareholding percentage as it appears on CIPC documents.
- Locality (Municipal account in the name of a bidder or a valid lease agreement with lease statement of account)
- Certified copies of identity documents of youth within the company as directors / owners and their shareholding percentage as it appears on CIPC documents
- Certified copies of identity documents of Woman within the company who are directors and or / owners and their shareholding percentage as it appears on CIPC documents
- Proof of Company registration (CIPC documents)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof

to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SBD 7.1

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations, and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

.....

7. PAYMENT FOR PROVISION OF INTERNAL AUDIT ASSURANCE AND CONSULTING SERVICES

- a) Payments will be within 30 days of a receipt of invoice.
- b) The College will only pay on invoice and goods delivery note signed off by the Campus where delivery is required.

8. FORCE MAJEURE (ACTS OF GOD)

- a) Notwithstanding the above provisions, the Service provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that the delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- b) If a force majeure situation arises, the Service provider shall promptly notify the College in writing of such condition and the cause thereof. Unless otherwise directed by the College in writing, the Service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

9. TERMINATION FOR INSOLVENCY

The College may at any time terminate the contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the College.

10. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever arises between the College and the Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. The Principal will have the final word in the resolution of disputes.

11. GOVERNING LANGUAGE

The contract shall be written in English. All correspondence and other documents pertaining to the contract that are exchanged by the parties shall also be written in English.

12. TRANSFER OF CONTRACTS

The Service Provider shall not have abandoned, transfers, cedes, assign or sublet this contract or part thereof.

13. AMENDMENTS OF CONTRACT

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement be amended or varied shall be in writing.

INSERT COMPANY STAMP

Standard Quotation Documentation (SBD 9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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.

SBD 9

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.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

INSERT COMPANY STAMP

Standard Quotation Documentation (SBD 12) (to be completed by Company)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

4.4.1	If so, furnish particulars:
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SBD 12

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

OFFICIAL COMPANY STAMP

PLACEMENT OF ALL REQUESTED EVALUATION DOCUMENTS

Documentation	Included in the required format (Please tick)
<p>Details of similar assignments undertaken, nature of the assignment, duration, value, number of beneficiaries serviced:</p> <ul style="list-style-type: none"> a) Copies of appointment letters of previous and current internal audit contracts awarded, as proof that the applicant has experience in performing internal audit services. b) List of current and past audit clients (in the public and private sector), along with the names and telephone numbers of contact persons, the value of, and the number of years audit services were provided. c) The referees must not have any conflict of interest. <p>Information that will assist the College to assess the service provider's capabilities, capacity, competitive advantages, for instance, in-house skills, previous experience, etcetera.</p> <ul style="list-style-type: none"> a) Information provided shall include: <ul style="list-style-type: none"> i. An overview of the key personnel to be used on the contract. ii. A description of the proposed audit team, in terms of the job position in the firm; iii. A list of names of staff member(s) who will direct and review audit work for the overall audit, throughout the duration of the engagement, as well as those staff members who will be responsible for planning, directing and conducting substantial portions of the fieldwork or reporting on this audit engagement. iv. The educational background, detailed résumés of all staff members, and professional membership held; v. Details of staff training and development, with specific mention of continuing professional accounting and auditing experience qualifications, received by the proposed audit team during the last two years; vi. South African Police Clearance Certificate not older than three months for all staff names listed. b) The team to be appointed to provide internal audit services to Elangeni TVET College shall: c) Appoint a core team, which shall remain constant for the duration of the contract. <ul style="list-style-type: none"> i. Source external expertise if and where necessary, based upon the annual risk assessment, the five-year rolling risk-based internal audit plan or any other relevant factor. 	

Please verify if the contents of these Appendix's have been verified and attached.

Name: **Signature:**

Documentation	Included in the required format (Please tick)
An overview of the methodology to be applied to the execution of the audit function, as far as reasonably possible.	
Details of any value-added services that set them apart from competing internal audit firms as an ideal service provider.	
The service provider must supply the following information: a) Audited Annual Financial Statements for the last two years; and b) Company Profile.	
An organogram or list of Internal Audit Senior Managers, managers, specialists and assistants, together with relevant information pertaining to the staff who will be made available for the duration of the contract with Elangeni TVET College. An overview of the methodology to be applied to the execution of the audit function, as far as reasonably possible.	
In more specific terms, the following assessment criteria will be used to evaluate the tender: Submit Credentials of proposed Auditing Team:	
Submit previous experience with clients similar to Elangeni TVET College	
Submit BBBEE rating	
Submit a Valid Tax Compliance Status Report/Pin	
Submit ID Copies of owners	
Submit CIPC Document	
Submit CSD Report	
Company's Banking Details	

Please verify if the contents of these Appendix's have been verified and attached.

Name: **Signature:**