
TENDER BRIEFING MINUTES

PROVISION OF INTERNAL AUDIT SERVICES TENDER NIHSS/IA-01/2021

Date: 12/02/2021 at 12:00

Tender briefing Panel:

- Mr Tumelo Mokoena (Chief Financial Officer)
- Mr Pawl Moyane (SCM Officer)

Mr Mokoena welcomed the prospective tenderers and thanked everyone for attendance at the briefing session for the Internal Audit Services NIHSS/IA-01/2021 and asked for permission to record the briefing session. Mr Mokoena introduced the NIHSS team members. Mr Mokoena requested for all participants to mute their microphones when not addressing the audience to allow the briefing session to run smooth and effectively.

Mr Mokoena further clarified that the National Institute for the Humanities and Social Sciences (NIHSS) is not bound by the Public Finance Management Act (PFMA) but the Higher Education Act; however, noting that the Institute's policies are bench-marked against PFMA. As a result, this Tender will be running fully as according to PFMA and its applicable regulations. Mr Mokoena provided further insights on the mandate of the NIHSS, citing that it was established on 05 December 2013.

Mr Mokoena indicated that the current Internal Audit services contract is coming to an end and according to NIHSS policy, we need to go on competitive bidding process to appoint a new service provider to provide the required Internal Audit services.

Mr Moyane advised the prospective tenderers on the following administrative and technical key issues:

- This is a non-compulsory tender briefing, meaning even the service providers who are not present can still submit proposals.
- The minutes of this briefing session will be posted on the NIHSS website for transparency.
- The closing date and time for the tender is 12:00 noon on 03/03/2021.
- No late tenders will be accepted.
- The NIHSS preferably determines the time of closure by using Telkom's 1026 number – if available at the time of the closure of the tender.
- All interested parties are welcome to observe the closure of the tender, should they wish to do so; However, they will not be party to adjudication process of this tender.
- The drop-off time is between 8am to 4pm Monday-Friday until the tender closure. The tender box is located at the NIHSS Offices, Ground Floor Reception, 24 St Andrews Road, Parktown, Johannesburg.
- Bid proposals are valid for 90 days after date of closure that will be 1st June 2021.
- Tender document can be downloaded on the NIHSS website: <https://www.nihss.ac.za/> and National Treasury eTender portal.
- Bidders are requested to submit one Original, one Copy and 1 Soft Copy (usb). The tender submission must be clearly marked "original and copy", with the tender reference number and company name.
- Technical and administrative tender queries can be sent to the following email address Tenders@nihss.ac.za. All queries will be consolidated, and responses will be addressed to bidders via email by no later than 2nd March 2021.
- Responses will also be posted on the NIHSS website for transparency.
- All relevant policies and procedures applicable for this tender, The Constitution of South Africa Act, 1996 Act 108 of 1996: section 217 that requires us to be fair, transparent, and cost effective. Public Finance Management Act No.1 of 1999, Preferential Procurement Policy Framework Act No. 5 of 2000: 80/20 scoring principle will be used for this tender, Broad-Based Black Economic Empowerment Act 53 of 2003, Promotion of Access to Information Act No.2 of 2000, NIHSS SCM Policy, Protection of Personal Information Act 4 of 2013
- All applicable pages of the tender document must be signed/ initialled and returned as part of the bid submission.

Compulsory / Mandatory Returnable Documents are as follows:

- Compulsory Enterprise Questionnaire
Joint venture submission Joint venture agreement and consolidated BBBEE status level certificate, members of the Joint venture individually submit Valid Tax clearance certificate /SARS pin / CSD report must be submitted, SBD 4, 8, and 9.
- Declaration of Bidder's Past Supply Chain Practices SBD 8
- Comprehensive Pricing Schedule
- Avoid the use of correctional fluids
- Any alterations must be initialled or signed for.
- Certificate of Authority of an Entity.
- Authority of Signature- that means there should have been a board meeting for someone to sign the document, so the letter must be submitted.
- Declaration of Bidder Litigation History
- Certificate of Independent Bid Determination SBD 9
- Company Registration Certificate
- Record of Addenda to Bid documents, the Addendum is available on the NIHSS website: <https://www.nihss.ac.za/>. Please sign and return with the tender document.
- Form of Offer and Acceptance
- Declaration of Interest SBD 4
- A valid Tax Clearance Certificate, SARS pin & CSD report must be valid at the day of closure.
- An original or certified copy (not a copy of a certified copy) of the valid B-BBEE status level certificate from an accredited verification agency. If you don't submit you will get zero points. You will not be disqualified.
- Written proposal addresses all the tender key requirements
- Comprehensive Pricing Schedule. Should you wish to provide more information than what is provided for in the document, please attach the additional information.
- Membership Certificates of key personnel
- Proof of service provider accreditation
- Company Profile
- List of contactable references

The evaluation of this tender will be on Three (3) Phases, namely - Phase 1 will be Compliance Evaluation. Should you fail to comply, please note that your bid will be disqualified. Phase 2 will focus on the Functionality Evaluation; bidders must score at least minimum of 75% to qualify for further consideration.

Phase 3, The final adjudication process will be the application of PPPFA, 80/20 scoring principle whereby 80 is for price and 20 for BBEE.

The appointment of the successful bidder will be subject to fulfilment of due diligence audit and the contract period is Three (3) year. however, subject to terms and conditions being met and the Institute mandate renewal post 2021.

The potential bidders were given an opportunity to ask questions and the following questions and answers were provided:

Q: is there a specific Proof of service provider's accreditation that is required and if not submitted will this affect the scoring?

A: No specific accreditation. However, for Internal Auditors, the accreditation from The Institute for Internal Auditors of South Africa would be ideal but there are other professional bodies that are reputable like SAICA and if there is no proof of accreditation submitted, the bid will be disqualified.

Q: is there a separate envelope for the pricing schedule submission?

A: Yes, Pricing schedule is provided in the tender document. However, you may submit additional pricing information as an annexure to the tender document.

Q: is the 500 hours per annum the envisaged hours for Internal Audit?

A: No, this is not actual hours for Internal Audit but is to be used as a guide for pricing purposes.

Q: can we exceed the 500 hours or this this a ceiling?

A: The 500 hours it is just a guide, it may be exceeded based on the methodology of the services provider.

Tender briefing session ended at 12:38 noon.

