



National Institute for the Humanities and Social Sciences

BID DETAILS

BID NUMBER: NIHSS/IA-01/2021

CLOSE Date: 03 March 2021
Time: 12:00 noon

DESCRIPTION: PROVISION OF AN INTERNAL AUDIT SERVICES

BRIEFING SESSION:

Yes

No

DETAILS OF BIDDER

Organisation/individual: _____

Contact person: _____

Date: _____

Email address: _____

Telephone Number: _____

Cellular Number: _____

Fax Number: _____

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1. Bid Notice and Invitation to Bid

PROVISION OF AN INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS
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NIHSS is a public institution and therefore procurement preference shall be given in in line with Preferential Procurement Policy Framework Act (Act 5 of 2000) and its Regulations of 2017.

Online Non-Compulsory Briefing session:

Date: 12 February 2021

Time: 12:00 noon

Join Zoom non- compulsory briefing session:

<https://us02web.zoom.us/j/81465190719?pwd=cUxnRnl6c1ZEZnB3aWNRNWtXMEExVZz09>

The Closing date for this Bid is: 03 March 2021 at 12:00 noon.

The bidders are to submit One (1) Original Bid, one (1) Copy and One soft copy (usb)

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

NIHSS
GROUND FLOOR, RECEPTION AREA
24 ST ANDREWS ROAD
PARKTOWN

OR

Handed over the counter at reception situated at the address noted above, if the bid submission is too big for the bid box it will be logged in and left behind the reception counter.

OR

Bid documents can be sent via courier to the physical address mentioned above.

In all instances above, bidders or the courier company must ensure that they sign a tender submission register.

No faxed or emailed proposals will be accepted.

Bidders should ensure that tender documents are delivered at the NIHSS physical address. This submission must be done at reception area before the closing date and time. If the bid is late, it will not be accepted for consideration. Tenders may only be submitted on the original tender documentation that is issued. The re-typing of the Tender document is not permitted.

- Proposals can be delivered between 08:00 and 16:30, Mondays to Fridays, prior to the closing date, and between 08:00 and 12:00 noon on the closing date.
- All bids must be submitted on the official bid forms (not to be retyped).
- Preferably a table of contents or an index page should be included in the front of the bid.
- Any queries regarding technical and administrative information may be directed via e-mail and will be responded to by 02 March 2021 to:

Name: Pawl Moyane
Email: tenders@nihss.ac.za

GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a tender.
2. The following definitions shall apply:
 - (a) "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance, fund contributions and skills development levies;
 - (b) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) "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;
 - (e) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (f) "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) "consortium or joint venture" 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;
 - (h) "contract" means the agreement (including a service level agreement) that results from the acceptance of a bid by the National Institute of Humanities and Social Sciences (NIHSS);
 - (i) "EME" means any enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) "firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) "non-firm prices" means all prices other than "firm" prices;
 - (m) "person" includes a juristic person;

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- (n) "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (o) "state" means 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), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
- (p) "Service Provider or Supplier" (used interchangeably) means any individual or entity that has the potential to be contracted by the NIHSS to render goods/services.
- (q) "sub-contract" means the primary service provider/contractor's assigning, leasing, making out work to, or employing, another person to support such primary service provider/contractor in the execution of part of a project in terms of the contract.

In the event that the primary contractor/service provider is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a 'sub-contractor';
- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

3. The tender forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
4. The tender forms shall not be retyped or redrafted, but photocopies may be prepared and used.
5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
6. Failure on the part of the service provider to **sign/initial all applicable pages** of this tender form and thus to acknowledge and accept the conditions in writing **shall** invalidate the tender submission.
7. Failure on the part of the service provider to complete the attached forms, questionnaires and specifications' document in all respects **shall** invalidate the tender submission.
8. All changes/alterations in the tender document should be signed/initialled. Failure on the part of the service provider to sign/initial any alterations and/or corrections made to information provided in this tender form **may** invalidate the tender.
9. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document **may** invalidate your tender submission.
10. Any changes/alterations to pricing that are not signed/initialled are considered material and **shall** invalidate the tender submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the tender submission.
11. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed mechanically, e.g. by means of a

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- typewriter/computer are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the tender submission.
12. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete tender submissions (i.e. with missing pages) shall be disqualified.
 13. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes.
 14. It is an absolute requirement that the tax affairs of the successful service provider **must** be in order.
 15. Discounts offered by any service provider as part of their tender submission may be considered by the National Institute for the Humanities and Social Sciences (NIHSS) at its sole discretion in the tender adjudication process.
 16. In cases where the services offered are not according to specification, the deviations from the specifications shall be indicated. Specifications may not, however, be changed in the tender forms provided as that shall invalidate a tender submission.
 17. Unless specifically provided for in the tender document, no tenders transmitted by facsimile or email will be considered.
 18. A service level agreement (SLA/contract) may be entered into with the successful service provider.
 19. Any service provider found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
 20. The National Institute of Humanities and Social Sciences (NIHSS) reserves the right to negotiate the extension of the contract at its sole discretion.
 21. Tender submissions received by the National Institute of Humanities and Social Sciences (NIHSS) and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to specific bids are not available for perusal by the public.
 22. All information supplied by the National Institute of Humanities and Social Sciences (NIHSS) will be in the strictest confidence and will remain the proprietary information of the NIHSS. No service provider will be permitted to disclose any such information to any third party without the prior express written authority and/or consent of the National Institute of Humanities and Social Sciences (NIHSS).
 23. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
 24. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require service providers to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an applicable affidavit.
 25. The following preference point systems is applicable to all bids:
 - (a) the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and

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- (b) the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).
- 26. The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.
- 27. If it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system.
- 28. Preference points for this bid shall be awarded for:
 - (a) Price (80 or 90 as applicable); and
 - (b) B-BBEE Status Level of Contribution (20 or 10 as applicable).
- 29. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

30. In terms of Regulation 5 (2) and 6 (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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

31. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
32. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or a Verification Agency accredited by South African Accreditation System (SANAS).
33. Failure on the part of a bidder to complete and/or to sign this form and submit an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
34. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
35. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if it were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
36. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
37. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

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38. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
39. The National Institute of Humanities and Social Sciences (NIHSS) 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 preference points, in any manner required by the National Institute for the Humanities and Social Sciences. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
40. The bidder obtaining the highest number of total points will be awarded the contract subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the due diligence audit.
41. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
42. Points scored will be rounded off to the nearest 2 decimal places.
43. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
44. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
45. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
46. Any legal person, including persons employed by the state, 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 a price quotation, advertised competitive bid, limited bid or proposal).
47. 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 –
 - (a) the bidder is employed by the state; and/or
 - (b) 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.
48. The Public Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, point 62 and 63 above will not be applicable.
49. The employer's right to accept or reject any tender offer

The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender

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offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

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Bid Specifications

NIHSS/IA-01/2019

Internal Audit Services for The National Institute for the Humanities and Social Sciences (NIHSS)

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Note: Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the adjudication of the proposal. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a bid submission.

INTRODUCTION

The National Institute for the Humanities and Social Sciences (NIHSS) was established in accordance with section 69, read with sections 38A, 38B, and 38C of the Higher Education Act, 1997 (Act No.101 of 1997). The NIHSS is a juristic person, in accordance with the scope or application as contemplated in Regulations 2 and 3. The NIHSS was therefore established on the 5 December 2013 with the publications of the Government Gazette No.37118. The central vision of the NIHSS is a new Humanities and the Social Sciences that is an epicentre of scholarship, pedagogy, community practice and social responsibility in Africa. The NIHSS also envisions that our tertiary system will be an equal partner in the world's knowledge production and dissemination alongside centres of excellence in the North and the Global South.

The Institute seeks to achieve its mandate by fostering partnerships that would provide strategic and intellectual resources to the higher education sphere within Humanities and Social Sciences, as well as advancing research, teaching and learning by ensuring collaboration and/or coordination in the work of higher education institutions. Additionally, by redressing existing deficits and co-ordinating programmes, projects, collaborations and activities it will advocate equity, justice and social responsibility. It will assume an advisory role to the Minister of Higher Education and Training on matters relating to the Institute's strategic objectives, or to higher education generally.

1. GENERAL SPECIFICATIONS

In terms of the NIHSS delegations of authority policy the Internal auditors must facilitate a risk assessment to determine the material risk to which the institution may be exposed and to evaluate the strategy for managing these risks. Such strategy must include a fraud prevention plan. Maintains a system of internal audit under the control and direction of an audit committee complying with and operating in accordance with regulations and instructions prescribed in term of 76 and 77 of the PFMA.

2. BACKGROUND

2.1 The Internal Audit Function provides objective and independent assurance to management and the Audit and Risk Board Committee on the adequacy and effectiveness of internal controls, risk management and governance process within NIHSS. In pursuing this activity, the Internal Audit unit is guided by a fully functional Audit and Risk Committee.

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- 2.2 The NIHSS is calling for suitably qualifying companies to submit proposals that will be evaluated for Functionality, Pricing and Broad-Based Black Economic Empowerment (BBBEE) for the internal audit services.

3. OBJECTIVE

The objective of internal auditing is to add value by assisting the Audit and Risk Committee and Management in effectively discharging their responsibilities, including the promotion of effective internal control at reasonable costs.

4. SCOPE OF WORK

Provision of Internal Audit services on the following:

- 4.1 **Assurance Services** - Assurance services consist of the independent reviews on the adequacy and effectiveness of the risk management, internal control and governance processes of the Institute. Independent reviews include a continuous review of compliance, by management and staff, to relevant legislation, regulations, approved policies and procedures as well as best industry practices, where applicable.

Nature of audits undertaken by internal audit include:

- 4.1.1 **Regularity Audits** – These are risk-based audits, they deal with the assessment of adequacy and effectiveness of controls.
- 4.1.2 **Compliance Reviews** – These reviews assess the extent to which policies, procedures and processes comply with legislative requirements. They assess compliance to legislative requirements.
- 4.1.3 **Performance Audits** – These are value for money audits and audit of performance information.
- 4.1.4 **IT Audits** – These are general controls, application controls and information security reviews.
- 4.2 **Review of Annual Financial Statements** – Review of financial statements to ensure accuracy, completeness and compliance with relevant standards and regulations.
- 4.3 **Consulting Services** - Consulting services are advisory in nature and are intended to add value and improve operations. The scope is agreed upon with the Audit and Risk Committee prior to the commencement of the audit. The consulting engagements undertaken are of an informal (ad-hoc unplanned request from the Audit and Risk Committee) and formal (added on the annual plan) nature, and include informal

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participation in ad-hoc meetings, routine information exchange with management and staff, as well as assisting with providing best practice frameworks, policies and procedures.

- 4.4 Planning, executing and reporting on internal audit plan.
- 4.5 Performing ad hoc internal audit including special investigation and control assignment as authorised by the Audit and Risk Committee.
- 4.6 Preparing reports for timely and continuous submission to executive management, including the progress against approved plan and summary of significant findings.
- 5. The bidder must:
 - 5.1 Demonstrate ability to assist in preparing the NIHSS internal audit plan for external regulatory audits. In this regard, the bidder must produce a list of at least five (5) clients where the bidder has performed external quality assurance review. Such a list should be supported by reference letters stating that the bidder did render the service and level of performance achieved and contact details.
 - 5.2 Indicate how the loss of a key staff member/s on the team will be dealt with to ensure that all deliverables in terms of the contract will continue to be met; as the loss of key staff on the internal audit team may be detrimental to the continuity of the contract.
 - 5.3 Include their proposed methodologies for executing the types of audits listed in 4.1.1 - 4.1.4 above.
- 6. **CONTRACT PERIOD**
The contract period of three (3) years subject to terms and conditions being met and the Institute mandate renewal post 2021.
- 7. **CONTRACTUAL REQUIREMENTS**
The successful service provider shall sign a Service Level Agreement (SLA) with NIHSS which will include deliverables, procedures, agreed timelines as well as Terms and Conditions.
- 8. **PROPOSAL CONTENT**
The bidder’s submission must provide the NIHSS with enough information to enable the Institute to make a sound and fair evaluation of the proposal. It must clearly indicate the relevant previous experience, capability and capacity of the bidding entity to undertake the project. The presented proposal should be structured as per set template. **IT IS IMPORTANT TO ENSURE THAT BIDDERS COMPLY WITH THIS PRESENTATION SPECIFICATION.**

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The following minimum documentation must be provided:

- 8.1 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED
- 8.2 A valid Tax Clearance Certificate. Any bidder who fails to do so will be disqualified
- 8.3 An original valid BBBEE status level verification certificate or certified copy, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditor (IRBA) will be accepted.

An Exempted Micro Enterprise (EME) must submit a sworn affidavit.

FAILURE TO SUBMIT AS REQUIRED WILL RESULT IN THE BIDDER SCORING (0) ZERO POINTS FOR BBBEE.

- 8.4 Audited financial statements for the past two years
- 8.5 Certificates of membership/s to industry bodies
- 8.6 Details of directors / partners / members and shareholders (CIPRO company registration documents)
- 8.7 A corporate brochure or profile, alternatively a brief summary of the entity's background
- 8.8 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:
- Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details
 - Cost of the Budget or Budget breakdown
 - Fee obtained for services
 - Date of completion
- 8.9 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:
- role/s and responsibility/i.e. on this project
 - relevant qualifications
 - number of years of relevant experience in the industry and in the proposed role detailed CV's for each member of the team noting their specific relevant project

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experience [project description, role and responsibilities, project value]. Please note that the contents of the CVs should be verifiable, i.e. through referrals with contact details.

- 8.10 The forms and annexures must be completed in full and submitted together with your proposal
- 8.11 The bidders are to submit One (1) Original Bid, four (4) Copies and a soft copy (usb)

9. ASSESSMENT CRITERIA

The technical assessment is based on the criteria set-out below. Tenderers will have to submit compliant documents and score a minimum of 70 out 100 in the technical evaluation in order to be considered for Price and BBBEE.

- 9.1 Functional evaluation
The evaluation for Price and BEE shall be based on the 80/20 PPPFA principle
The points for evaluation criteria are as follows:

Evaluation Criteria		Points
1.	Price	80
2.	Black Economic Empowerment	20
3.	Total	100

PRICING SCHEDULE A

Internal audit service provider must submit a financial proposal

- 9.1.1 Bid price that is based on hourly rate must be quoted in South African currency and must include value added tax. The rate per hour must be provided for each of the proposed resource levels.
- 9.1.2 The institute provided estimated hours which should be used to illustrate your proposed fee structure. These estimated hours per year are strictly intended to facilitate comparative analyses for evaluation purposes of this bid. The bidder shall not consider these hours as fixed hours.
- 9.1.3 The financial proposal of the bidder should cover the three (3) financial years as per the estimated hours provided below.

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PRCING SCHEDULE A

PRICING SCHEDULE- OPERATIONAL YEAR 1 (500 HOURS ESTIMATE)

YEAR 2020/2021 - STAFF LEVEL	NUMBER OF HOURS	HOURLY RATE EXCL. VAT	HOURLY RATE INCL. VAT	COST INCL. VAT
Director				
Auditor Manager				
Lead Auditor				
Internal Auditor (Training completed)				
FEE TOTAL				
DISBURSEMENT				

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PRCING SCHEDULE B

PRICING SCHEDULE- OPERATIONAL YEAR 2 (500 HOURS ESTIMATE)

YEAR 2021/2022 - STAFF LEVEL	NUMBER OF HOURS	HOURLY RATE EXCL. VAT	HOURLY RATE INCL. VAT	COST INCL. VAT
Director				
Auditor Manager				
Lead Auditor				
Internal Auditor (Training completed)				
FEE TOTAL				
DISBURSEMENT				

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PRCING SCHEDULE C

PRICING SCHEDULE- OPERATIONAL YEAR 3 (500 HOURS ESTIMATE)

YEAR 2022/2023 - STAFF LEVEL	NUMBER OF HOURS	HOURLY RATE EXCL. VAT	HOURLY RATE INCL. VAT	COST INCL. VAT
Director				
Auditor Manager				
Lead Auditor				
Internal Auditor (Training completed)				
FEE TOTAL				
DISBURSEMENT				

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TOTAL TENDER PRICING SCHEDULE D (A, B, C)

Year 1	R
Year 2	R
Year 3	R
FEE TOTAL (A + B+ C)	R
TOTAL DISBURSEMENT (A + B+ C)	R

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ANNEXTURE E

BID EVALUATION

Submissions will be evaluated against the specified bid evaluation criteria. Only submissions that meet the functional and operational needs of the NIHSS will be considered.

Phase 1: KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is DISQUALIFIED)	YES/NO	COMMENT
Was the bid submitted on time?		
Valid tax clearance certificate / CSD report/ SARS pin submitted?		
Company profile submitted (detailing core business, age and relevant experience of the company)		
Written proposal submitted?		
Comprehensive Pricing Schedule submitted?		
Proof of service provider accreditation submitted?		
CVs and proof of professional certification/ accreditation/ professional memberships in good standing for key staff members.		
List of contactable references submitted?		
OUTCOME: QUALIFIES FOR FURTHER EVALUATION (YES / NO)		

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FUNCTIONALITY EVALUATION CRITERIA

The minimum score for functionality for a bid to be considered further is 70 %

CRITERIA	WEIGHTS	SCORE	COMMENT
Elements and weight for functionality evaluation			
1.	<p>Company Experience:</p> <ul style="list-style-type: none"> • Service providers should at least have five (5) years' experience in conduction of internal auditing. • A list of five (5) contactable references for Regularity Audits (risk based internal audit projects) successfully undertaken. State the following: <ul style="list-style-type: none"> a) Name of the client b) Contact Details c) Dates when work performed d) The value of the contract • A list of five (5) contactable references for IT Audits (General/Application Controls and Information Security) successfully undertaken. State the following: <ul style="list-style-type: none"> a) Name of the client b) Contact Details c) Dates when work performed d) The value of the contract • A list of five (5) contactable references for Performance Audits Value for Money Audits successfully undertaken. State the following: <ul style="list-style-type: none"> a) Name of the client b) Contact Details c) Dates when work performed d) The value of the contract 	<p>35</p> <p>10</p> <p>10</p> <p>10</p> <p>5</p>	
2.	Methodology and Approach	30	

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	<p>Demonstrate in-depth understanding of the different types of audits undertaken by NIHSS internal audit function.</p> <ul style="list-style-type: none"> Internal Audit Methodology Compliance Audits Methodology IT Audits Methodology Performance Audits Methodology <p>The methodology and approach must illustrate how the service provider is going to implement the skills transfer to NIHSS staff and how the service provider is going to add value to the NIHSS so that it can improve the NIHSS's overall performance.</p>	5 5 10 10		
3.	<p>Quality Assurance Reviews</p> <ul style="list-style-type: none"> The Bidder must provide a proof of quality assurance review of their work done by an external accredited service provider by the IIA. Bidders must indicate how they are going to assist NIHSS prepare for an external quality assurance review. Include a list of at least two clients where the bidder has performed external quality assurance review. 	15 5 5 5		
4.	<p>Combined Assurance Model</p> <ul style="list-style-type: none"> The methodology must address how the bidder will assist NIHSS to implement an effective combined assurance model. 	5		
5.	<p>Personnel CV's</p> <ul style="list-style-type: none"> The qualifications Competence Experience 	15		
TOTAL POINTS:		100		
BIDDER QUALIFIES FOR FURTHER EVALUATION:		YES	NO	

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Bidders are urged to use and submit their proposals according to the Standards for Professional Practice of Internal Auditors. Click link to access.



Standards for
Professional Practice (

5. Returnable Documents and Schedules

5.1 Returnable Documents

Section A: Returnable Form Index

Numbered	Returnable documents	Part / Page	Attached / Not attached
Form 1	Bid Sign Off		
Form 2	Compulsory Enterprise Questionnaire		
Form 3	Declaration of Bidder's Past Supply Chain Practices SBD 8		
Form 4	Certificate of Authority of an entity		
Form 5	Authority of Signature		
Form 6	Declaration of Bidder Litigation History		
Form 7	Certificate of Independent Bid Determination SBD 9		
Form 8	Company Registration certificate		
Form 9	Record of Addenda to Bid documents		
Form 10	Form of Offer and Acceptance		
Form 11	Declaration of Interest SBD 4		

Signed

Date

Name

Position

Bidder

Form 1: Bid Sign-off

All Bidders must furnish the following particulars and include them in their submission (Failure to do so will result in your proposal being disqualified)

Entity name:

Registration number:

Tax registration number:

Tax Clearance Certificate submitted: YES / NO

VAT registration number

Postal address:

.....

Street address:

.....

Telephone number: Code: Number:

Cellular number:

Facsimile number: Code: Number:

E-mail address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this BID

Name and Surname:

Telephone number: Code: Number:

Cellular number

Facsimile number: Code: Number:

E-mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname:

Telephone number: Code: Number:

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Cellular number:

Facsimile number: Code: Number:

E-mail address:

Declaration

I/We have examined the information provided in your BID and offer to undertake the work prescribed in accordance with the requirements as set out in the BID. The prices quoted in our proposal are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder: YES / NO

Capacity under which this proposal is signed _____

Failure on the part of the Bidder to sign this form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, will invalidate the proposal.

Form 2: Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the NIHSS to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Bid Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other Biding entities submitting Bid offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____

Date _____

Name _____

Position _____

Enterprise name _____

Form 3: Declaration of Bidder's Past Supply Chain Management Practices

1 This Bid shall be disregarded if the Bidder, or any of its directors have:

- Abused the institutions supply chain management systems;
- Committed fraud or any other improper conduct in relation to such a system; or
- Failed to perform on any previous contract

2 In order to give effect to the above, the following questionnaire may be completed and submitted with the Bid.

No.	Question	YES	NO
2.1	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>audialterampartem rule was applied</i>). 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.		
2.2	If so, furnish particulars		
2.3	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Bid 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.		
2.4	If so, furnish particulars		
2.5	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?		
2.6	If so, furnish particulars		
2.7	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?		
2.8	If so, furnish particulars		

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

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Form 4: Certificate of Authority of an Entity

Please complete in full and attach required documents (if applicable) defining the bidding company status by ticking the appropriate box hereunder.

	Bidder Status	*Tick off applicable status
One Company Bidding	Company <i>Documents required: No documents required</i>	
	Close Corporation <i>Documents required: No documents required</i>	
	Partnership <i>Documents required: No documents required</i>	
Multiple-Companies Bidding	Sole Proprietor <i>Documents required: No documents required</i>	
	Joint Venture / Consortium <i>Documents required: attach joint venture agreement signed by all members.</i>	
	Sub-contracting <i>Documents required: attach Sub-Contracting Agreement signed by all members.</i>	

Please note that if your Bid is identified as a Bid with Multiple Companies bidding which is either classified as a Joint Venture / Consortium or Subcontracting and the required attached document (Agreement) is not submitted, bidders will be regarded as invalid.

Declaration

I/We have examined the required information requested and I/We confirm that the documents and information provided is correct and reflective of the entities current status.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder: YES / NO

Capacity under which this proposal is signed: _____

Form 5: Authority of Signature

RESOLUTION of a meeting of the Board of *Directors / Members / Partners/:

Name of Firms held
 on the That:

FULL NAMES

SIGNATURES

.....

In his/her capacity as Is / are hereby authorised to enter into, sign and execute and complete any documents relating to Bid and or Contracts for the supply of goods and services.

Name	Address	Signature	Date

NOTE:

1. This is to be completed by all bidders including Sole Proprietors (*Delete which is not applicable)
2. NB: This resolution must be signed by all the Directors / Members/ Partners of the Bidding Enterprise
3. Should the number of Directors / Members / Partners exceed the space available above additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

Form 6: Declaration of Bidders Litigation History

The Bidder shall list below details of any litigation with which the Bidder (including directors, shareholders of other senior members in previous companies) has been involved with any organ of state or state department including NIHSS within the last ten years. The details must include the year, the litigation parties, and the subject matter of dispute the value of any award or estimated award if the litigation is current and in whose favour the award if any was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

CERTIFICATION

I, the undersigned (full name).....

Certify that the information furnished in this declaration form 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.

Name:.....

Capacity of authorised agents:

Signature(s) of authorised agents:

Signed at On this day of

Witness (Full name and signatures)

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Form 7: Certificate of Independent Bid Determination

- ii. This Standard Bidding Document (SBD) must form part of all bids invited
- iii. 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). Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds
- iv. 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 authorises accounting officers and accounting authorities to:
 - a. Disregard the bid of any Bidder if that Bidder or any of its directors have abused the institutions' supply chain management system and or committee fraud or any other improper conduct in relation to such system
 - b. Cancel a contract awarded to supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process of the execution of that contract
- v. 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.
- vi. In order to give effect to the above, the attached Certificate of Bid Determination (SBD()) must be completed and submitted with the Bid

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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 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;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, 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 in 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 consortium 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:

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- 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 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 awarding of the contract
10. I am aware that, in addition and without prejudice t 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 no12 of 2004.

.....
Signature

.....
Date

.....
Position

.....
Name of Bid

Form 8: Company Registration Certificate (CIPC CHECK)

The Bidder must submit an original or certified copy of the Company registration CERTIFICATE clearly indicating:

The date of registration of the company;

- I. The date the business became operational
- II. The current status of the company and
- III. The active Directors participating in the day to day activities

Failure to submit the Company Registration Certificate may result in the Bidder being disqualified

See detail below for further information

4. FORM OF COMPANY AND PROOF OF REGISTRATION

4.1 General

State whether the bidder is a company, a closed corporation, a partnership a sole proprietor or joint venture

[Mark the appropriate below]

Public Company	
Private Company	
Closed Corporation	
Partnership	
Sole Proprietor	
Co-operative	
Joint Venture	

4.2 Information to be provided

If the Bidding Entity is a:		Documentation to be submitted with the Bid
1	Close Corporation, incorporated under the Close Corporation Act, 1984 Act 69 1984	CIPRO CK1 and CK2 (Copies of the founding statement) and list of members.
2	Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 53 (b)	Copies of (a) CIPRO CM1 – Certificate of Incorporation (b) CIPRO CM29 – Contents of Register of Directors, Auditors and Officers (c) Shareholders Certificates of all Members of the Company
3	Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 which any or all shares are held by another Close Corporation or company with or without share capital	Copies of documents referred to in 1 and or 2 above in respect of all such Closed Corporations and or companies
4	Public Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 21	A signed statement of the Company's Secretary confirming that the Company is a public company. Copy of CM 29
5	Sole Proprietary or Partnership	Copy of the Identity Document of Sole Proprietor

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6	If the Bidding Entity is a: Corporative	Documentation to be submitted with the Bid CIPRO CR2 – Copies of Company registration document. The percentage of work to be done by each partner must clearly be indicated on Form 7 – Preference Points Claim Form in terms of the Preferential Procurement Regulation 2001
7	Joint Venture	All the documents (as described above) as applicable to each partner in the JV as well as a certified copy of the Joint Venture Agreement. (The percentage of work to be done by each partner of the joint venture must clearly be indicated in the Joint Venture Agreement)

NOTE:

If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required as well as the Letter of Authority as issued by the Master of the Supreme Court, wherein trustees have been duly appointed and authorised, must be provided Include a copy of the Certificate of Change of Name (CM9) if applicable

Registered for VAT purposes in terms of the Value-Added Tax Act, (Act No.89 of 1991)

Yes No

REGISTRATION NO:

Form 9: Record of Addenda to Bid Documents

We confirm that the following communications received from the NIHSS before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer:

	DATE	TITLE OR DETAILS
1.		
2.		
3.		
4.		
5..		
6.		
7..		
8.		
9.		

(Attach additional pages if more space is required)

Signed _____ Date _____

Name _____ Position _____

Bidder _____

Form 10: Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract In respect of the following works: **PROVISION OF A SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS**

The tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Tender.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....
.....Rand (in words); R.....(in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

TENDERER:

WITNESS:

Signature

Signature

Name

Name

Capacity

Capacity

Date

Date

Name and address of organisation:

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer.

Form 11: DECLARATION OF INTEREST: 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 a price quotation, advertised competitive bid, limited bid or proposal). 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): Shareholder.....

2.4 Company Registration Number:

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 presently employed by the state? **YES/NO**

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:

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.....
.....
.....

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:
.....
.....

2.8.1.1 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:

CONTENTS OF THIS PAGE NOTED: **SERVICE PROVIDERS INITIALS / SIGNATURE** Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

.....

Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

DECLARATION4

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 IN TERMS OF
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

General questionnaire to ensure compliance with tender requirements/rules/conditions/ specifications:

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Declaration of Interest Questionnaire</i> been duly completed and included with the other tender forms?		
Has the <i>Certificate</i> been completed and signed?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with the tender submission?		
The use of pencil to complete the tender forms will invalidate your tender. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your tender submission?		
Are your tax affairs in order?		
Has an original or certified copy of your valid B-BBEE certificate/affidavit been attached to the tender document?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Comprehensive written proposal submitted with the tender document?		