



sanedi

South African National Energy
Development Institute

**REQUEST FOR PROPOSAL
FOR
INTERNAL AUDIT AND FORENSIC AUDIT SERVICES**

Closing date: **09 October 2023**

Time: 11:00

Submission format: Electronic submission to 1923.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.



BID DETAILS

Bid Title	Request for proposal for Internal Audit and Forensic Audit Services
Procurement Reference Number	1923
Date of TENDER	19 September 2023
Date of Compulsory Briefing Session	27 September 2023 at 11:00am
Date of Tender CLOSING	09 October 2023 at 11:00am

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Ms Ms Nondumiso Buthelezi
 Telephone: 011 038 4300
 E-mail: enquiries.procurement@sanedi.org.za

BIDDER’S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder **Date**

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1. Notice And Invitation to Submit Proposals

The **SOUTH AFRICAN NATIONAL ENERGY DEVELOPMENT INSTITUTE** invites suitably qualified and experienced service providers to submit priced proposals for the supply of goods and services as indicated in the Scope of Works herein.

SANEDI is a research and development entity established as a juristic person in terms of the Energy Act, Act 34 of 2008. SANEDI' key focus areas are research and development into new energy technologies and energy efficiency.

Respondents must comply with the terms and condition as specified in this Bid Document either in their singular capacity or as part of a Joint Venture or consortium.

Potentially emerging enterprises and SMME's who satisfy criteria stated in the Submission Data may submit proposals

Only respondents who submit fully completed priced proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated

Queries relating to the issue of these documents may be addressed to

Ms Nondumiso Buthelezi

Telephone: 011 038 4300

E-Mail: enquiries.procurement@sanedi.org.za

The closing time for receipt of Proposals is at:

11h00 on Monday the 09 October 2023

2. Submission Data – Specific Conditions of Contract.

1.	<p>The Employer</p> <p>The Employer is SANEDI and is referred to as the CLIENT or EMPLOYER.</p>
2.	<p>Composition of Bid Document</p> <p>The Call for Proposals, the price quotation and the Enterprises responding submission documents forms part of a BID DOCUMENT and may be referred to such further herein.</p> <p>The documents associated with the calling for Proposals issued by the employer comprise:</p> <p>Submission Criteria</p> <ul style="list-style-type: none"> • Notice and Invitation to Submit a Quotation • Submission Data – Specific Conditions of Contract • Evaluation Criteria and Scoring • Tax Clearance Requirements • Central Supplier Database (CSD) summary report <p>Returnable Schedules</p> <ul style="list-style-type: none"> • Enterprise Questionnaire • Technical Proposal & Methodology Statements • Tax Clearance Certificate • Specific Goals Declaration • Declaration of Interest • Certificate of Past Procurement Performance • Certificate of Bid Independence • Certificate of Acceptance – General Conditions of Contract • Certificate of Acceptance – Bid Evaluation and Scoring Criteria • Certificate of Understanding – Scope of Works • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender • Schedule of Proposed Amendments and Qualifications • Record of Addenda or Errata to the Bid <p><i>NB: BIDDER MUST SUBMIT PROOF OF REGISTRATION WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD IN AN APPROPRIATE CONTRACTOR GRADING DESIGNATION; (SUBMIT REGISTRATION NUMBER OR PROOF OF REGISTRATION APPLICATION)</i></p> <p>Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated</p>

<p>3.</p>	<p>Bid Clarification Meeting</p> <p>A compulsory briefing meeting with representatives of the Employer will take place Wednesday the <u>27 September 2023 at 11:00am</u> via TEAMS. Bidders must RSVP by the <u>26 September 2023 at 15:00pm</u> and further details of the bid clarification meeting will be sent to them. All RSVP's should be sent to enquiries.procurement@sanedi.org.za .</p> <p>Information required for Briefing Session RSVP: Bid Number: Email address:</p> <p>There will be no Bid clarification meeting.</p>
<p>4.</p>	<p>ELECTRONIC RETURN OF SUBMISSIONS AND NO MANUAL SUBMISSION WILL BE ACCEPTED.</p> <p>Submissions / Bid Documents may be returned to the CLIENT by means of Electronic Submissions via E-Mail. The Submission E-Mail address designated is 1923.procurement@sanedi.org.za</p> <p>The Bidder shall ensure that the Bid Documents Returnable Schedules together with all Statutory Returns are duly completed, signed and scanned and uploaded to the designated E-mail address in a lock PDF format file.</p> <p>Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive. Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.</p> <p>The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.</p>
<p>5.</p>	<p>The closing time for submissions is as stated in the Notice and Invitation to Submit a Proposal Quotation, in the manner specified is</p> <p>Closing date: Monday, 09 October 2023 at 11h00</p> <p>NO Late submissions, or submissions not deposited in the designated e-mail address will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated e-mail address before the closing Time and date specified.</p>

<p>6.</p>	<p>The Bidder holds SANEDI harmless and indemnifies SANEDI in the event of any failure that prevents or delays the bid submission from being in the designated Tender Box/email address at the time of Bid Closure.</p> <p>Bidders are prohibited from using SANEDI Staff acting as their couriers, agents or delivery mediums to deposit bids in the tender box, and the bidder acknowledges that the use of SANEDI staff in this way will immediately disqualify their tender submission.</p> <p>It is the sole responsibility of the bidder to ensure that the documents submitted via PDF format are not corrupt and that any corrupt documents received by the closing date will be automatically excluded from being evaluated.</p>
<p>7.</p>	<p>Information and data to be completed in all respects</p> <p>Accept that Bid offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Employer as non-responsive.</p> <p>Accept that the Employer shall not assume any responsibility for the misplacement or Premature opening of the tender offer if the Bid is not submitted in the required format and clearly marked with the bid reference and placed in the designated tender box before bid closing.</p>
<p>8.</p>	<p>SANEDI reserves the right to rotate suppliers according to SANEDI’s rotation policy.</p>
<p>9.</p>	<p>SANEDI reserves the right to independently verify Information that is submitted by the bidder.</p>
<p>10.</p>	<p>Bidders are prohibited and will be disqualified if they share resources amongst themselves for the same tender e.g. the proposed team member of company “A” is also a team member of company “B”.</p>

3. Scope Of Works/Technical Specifications

3.1 BACKGROUND

The South African National Energy Development Institute (SANEDI) is a state-owned entity established under the National Energy Act ("the Act"), 2008 (Act 34 of 2008). The Act provides for SANEDI to direct, monitor, and conduct energy research and development, promote energy research and technology innovation, as well as undertake measures to promote energy efficiency throughout the economy.

As a Public Entity listed under Schedule 3A of the Public Finance Management Act and per the National Treasury Regulations as amended, the institution is required to establish an effective Internal Audit function, which should also comply with the Institute of Internal Auditors' (IIA) standards.

3.2 SCOPE OF WORK

Scope of Works

A suitably qualified Internal Audit service provider is hereby sought to assist the Accounting Authority and management with the audit of internal controls, governance structures, and risk management processes, as well as conducting forensic investigations as and when required.

The scope of the Internal Audit function includes the points listed below. The below list is only indicative of our expectations, and bidders may, in compiling their proposals, include such responsibilities as per their interpretation that form part of the scope of an Internal Audit and Forensic services.

- 1) The Internal Audit function, in consultation with ARC (Audit and Risk Committee), must:
 - Review and update the Internal Audit charter.
 - Prepare a three-year rolling strategic plan based on the risk assessment of key areas and legislative requirements.
 - Prepare an Annual Audit Plan. The plan must indicate the scope, cost, and timelines of each audit.
 - Implementation of the internal audit plan as approved by the ARC.
 - Produce audit reports to be table at ARC meetings in line with the Annual Audit Plan, detailing performance against the plan to allow effective monitoring and intervention, as and when necessary.
 - Assist the ARC with the development of and implementation of a Combined Assurance Model.
 - Assist the ARC with Forensic Investigations as and when the need arises.
- 2) The work of the internal auditors must be coordinated with that of the external assurance providers to ensure proper coverage and minimal duplication of effort.

- 3) The Internal Audit function must assist the Accounting Authority in maintaining effective controls by evaluating the effectiveness of the design and implementation of controls and developing recommendations for enhancement or improvement.
- 4) Through the audit processes, ensure that established systems for ensuring compliance with policies, plans, procedures, statutory requirements, and regulations, which have a significant impact on operations, are reviewed and their adequacy assessed.
- 5) The Audit Partner to fulfill the role of the Chief Audit Executive of the organisation.

The following audits will need to be conducted at a minimum as part of the 3-year audit plan:

- 1) IT Governance
- 2) IT security and systems processes audit.
- 3) Audit designed to detect fraud.
- 4) Audit of quarterly reports and performance against objectives Quarterly.
- 5) Audit of Supply Chain management processes (Annually).
- 6) Audit of risk management processes (Annually).
- 7) Review of Management accounts (Quarterly).
- 8) Review of Annual Financial Statements and Annual Performance Report (Annually).
- 9) Human Resource Management
- 10) Occupational Health and Safety
- 11) Grant Management
- 12) Records Management
- 13) New Business Development
- 14) Financial Management and financial controls
- 15) Contracts Management
- 16) Stakeholder Management
- 17) Governance and Risk Management
- 18) Review of the combined assurance Model
- 19) Ad hoc services as requested by the Audit and Risk Committee or management, which may include, but are not limited to, Forensic auditing, risk management, etc.

3.3 DELIVERABLES AND EXPECTED OUTCOMES

Each assignment should at least consist of the following:

- 1) Audit executed in accordance with the approved annual Internal Audit plan.
- 2) Continuous engagements with the EXCO and Audit and Risk Committees on audits performed by the Firm.
- 3) The responsible engagement partner must be available to meet with the Chairperson of the Audit and Risk Committee as and when required.
- 4) Planning and conducting audits to identify serious internal control deficiencies, which might weaken the internal control environment.

- 5) Report internal control deficiencies, progress of the implementation of the audit plan, and any other matters as assigned to them by the Audit and Risk Committee.
- 6) Participation in strategic workshops, risk workshops, and EXCO as and when required from time to time.
- 7) Other deliverables as part of the audit process:
 - A pre-audit surveys.
 - A 3-year audit plan for ARC approval.
 - Minutes of the meetings.
 - Audit programmes
 - Sampling methodology.
 - Mechanisms for follow-up on matters previously reported and feedback to ARC.
 - Mechanisms to ensure that working papers are reviewed at the appropriate level.
 - A record of work performed.
 - A review of work performed.
 - Audit findings and recommendations.
 - Reporting (a draft internal audit report and a final internal audit report); and
 - Follow-up on previous audit findings.
- 8) For forensic services, the service provider should be able to provide the following services:
 - Conduct investigations and detection reviews.
 - Produce draft reports/interim reports as and when requested.
 - The final product in the form of a final report supported by evidence/exhibits in the form of annexure in hard copies and soft copies.
 - Ability to use forensic tools such as spider web reports and other analytical reports.
 - The service provider should have a Case Management System and a developed Investigations Methodology.

- Multi-skilled team with a background in auditing, accounting, policing, legal and engineering, etc.
- Provision of expert witness services during disciplinary hearings, arbitrations, criminal and civil cases, and related.
- Registering of criminal cases and interaction with the police.
- Presentation of evidence on disciplinary cases as and when required basis.
- The service provider should also be able to provide the following services as a minimum:
 - Cyber forensics as and when required.
 - Detective and preventative cyber forensics.
 - Use of Forensic Tool Kit and related tools.
 - Imaging of laptops, cell phones, tablets, GPS devices, Printers, External drives, and other ICT devices.
 - Social media intel mining and investigation.
 - Data mining and interrogation.
 - Conflict of interest data profiling across government systems.
 - Various types of analysis:
 - Forensic handwriting analysis
 - Paper analysis.
 - Imprint/watermark/colophon analysis.
 - Polygraph and related services
 - Voice stress testing.
 - Statement analysis, etc.

3.4 REPORTING REQUIREMENTS

The structure of the reports should be detailed with the following details at a minimum:

- 1) Introduction.
- 2) Audit objective and scope.
- 3) Background.
- 4) Executive summary, highlighting significant findings.
- 5) Findings, recommendations, and management response (including implementation dates).
- 6) All audits are carried out according to the Internal Audit Plan and as approved by ARC.
- 7) Forensic reports should be detailed and comprehensive.

The quality and standard of the reports must align with what is required by professional standards

3.5. QUALITY ASSURANCE REVIEWS OF THE WORK

The internal auditor shall ensure that all work conforms to the IIA Standards for Professional Practice and other quality assessments as necessary. Audits that are carried out must all be performed in accordance with the Institute of Internal Audit's Standards for the Professional Practice of Internal Auditing.

3.6. PROFESSIONAL MEMBERSHIP

It is mandatory for the Senior resources of the preferred service provider (i.e., directors, senior manager and any specialists involved) to have the appropriate professional qualifications(s) enabling them to

Perform internal audit services and registration with appropriate professional bodies. These must include, but are not limited to, the following:

- 1) Certified Internal Auditor (Certified by the Institute of Internal Auditors South Africa); or
- 2) Chartered Accountant (SA) (Certified by the South African Institute of Chartered Accountants (SAICA))
- 3) Certified Information Systems Auditor (Certified by ICASA).

- 4) Certified Fraud Examiner (Certified by the Association of Certified Fraud Examiners (ACFE))
- 5) Certified Risk Management Practitioner (Certified by IRMSA)

Proof of registration must be included with the bid submission.

3.7. MONITORING THE PROGRESS OF ASSIGNMENTS

The Internal Auditor will be required to present reports at EXCO meetings on an on-going basis and on a quarterly basis to the audit and Risk Committee. A report on progress against the audit plan and reports on the outcome of various audits conducted are to be presented to EXCO monthly and to ARC at all meetings.

3.8. DURATION OF CONTRACT

The contract is expected to run for three years, commencing on the date of signing the Service Agreement. However, the service provider will be subjected to annual performance reviews, and the ARC reserves the right to terminate the agreement in the event of non-delivery or poor performance.

3.9. RATES

Professional Fees

In line with the cost containment measures, For the purpose of evaluating the Bids, the following rates will be used as applicable:

- 1) The Guideline on fees for audits undertaken on behalf of the Auditor-General of South Africa issued by the South African Institute of Chartered Accountants.
- 2) The Guide on Hourly Fee Rates for Consultants issued by the Department of Public Service and Administration or
- 3) As prescribed by the Body regulating the profession of the consultant.

3.10. Subsistence and travel

The service provider should provide (Subsistence and travel (S&T)) rates that are aligned to the National Treasury instruction note as follows:

- 4) Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.
- 5) Air travel must be restricted to economy class.

- 6) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

- **THE PROPOSAL**

Internal Audit Services

The proposal should contain, but not be limited to, the following considerations:

1. The audit methodology to be applied by the audit firm in executing the audits. This methodology must align with the requirements of International Standards for Professional Practice of Internal Auditing (Standards).
2. Evidence of registration with appropriate professional bodies by Senior Personnel (i.e., partners, senior managers, managers, specialists, etc. to be assigned to the audit and evidence of training for the previous 12 months must be furnished.
3. Experience of the Firm in relation to the scope of audits for National Government and Public entities.
4. Experience of the assigned team with their CVs included as part of the Bid submission.
5. A list of similar clients served by your Firm with references.
6. Participation of senior audit personnel assigned to the engagement.
7. Frequency of contact with the SANEDI management team and ARC.
8. Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
9. Audit firm staff's capacity and stability - assurances are required with regard to the assignment of your permanent personnel to the engagement.
10. Describe the capability to audit computerised ERP systems and to audit during the development of an ERP computerised system.
11. A Detailed 3-year rolling audit plan incorporating audits as per section 3 above.
12. Timely liaise with the management team during the execution and reporting on its activities.
13. Attending Audit and Risk Committee meetings and other strategic engagements (at least 6 ARC meetings for the year, 1 x 2-day strategic session, and risk workshop).
14. The fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the ARC prior to

implementation. Increases must be in line with or below CPI. National Treasury CPI estimates are as follows:

- 2024/25: 4.8%
- 2025/26: 4.7%
- 2026/27: 4.6%

15. Estimated number of hours to complete the audit by classification of your employees, i.e., partners, senior, junior, etc.
16. Detail of expenses expected to be incurred, i.e., mileage, allowances, telephone, etc.
17. Evidence of reviews conducted of the Firm by the relevant professional bodies over the previous review cycle must be provided.

For Forensic Services:

- 1) Forensic Audit methodology applied by the Firm and rates for services as and when required for different levels and specialists. Escalations of rates must be indicated and must cover at least 3 years of the envisaged assignment with reference to the CPI estimates above.
- 2) The proposal must clearly specify areas of expertise of the Service provider, including the experience of the investigating team, and must be clearly documented.
- 3) Evidence of registration with professional bodies must be included as part of the bid submission, as well as CVs of the forensic team to be deployed onto the engagement.
- 4) Indication of tools that will be applied for forensic investigations.

4. Preference Points

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

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 Preference Points applicable:

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

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

1.4 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 SANEDI 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 SANEDI.

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).
- (f) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) “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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (l) “proof of B-BBEE status level of contributor” means:
 - B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;
 - “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)			Number of points claimed (80/20 system) (To be completed by the tenderer)
	Total points possible	Indicator	Points allocated	
B-BBEE Status level of Contributor	10	Level 1	10	
		Level 2	9	
		Level 3	8	
		Level 4	5	
		Level 5	4	
		Level 6	3	
		Level 7	2	
		Level 8	1	
		Non-compliant	0	
Women	5	Women Owned 76% - 100%	100%	
		Women Owned 51% - 75%	75%	
		Women Owned 26% - 50%	50%	
		Women Owned 5% - 25%	25%	
		Women Owned less than 5% - 0%	0%	
Youth	2.5	Youth Owned 76% - 100%	100%	
		Youth Owned 51% - 75%	75%	
		Youth Owned 26% - 50%	50%	
		Youth Owned 5% - 25%	25%	
		Youth Owned less than 5% - 0%	0%	
Persons with Disability	2.5	Person with Disability 76% - 100%	100%	
		Persons with disability 51% - 75%	75%	
		Persons with disability 26% - 50%	50%	
		Persons with disability 5% - 25%	25%	
		Persons with disability less than 5% - 0%	0%	

TOTAL FOR SPECIFIC GOALS	20		
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DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4 Company registration number:.....

4.5 TYPE OF COMPANY/FIRM

Type of Firm	Tick the applicable box here
Partnership/Joint Venture/ Consortium	
One-person business/sole propriety	
Close corporation	
Public Company	
Personal Liability Company	
(Pty) Limited	
Non -Profit Company	
State Owned Company	

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:

5. Technical Evaluation Criteria

The Bid will be evaluated technically on a two-stage basis. The first stage is a mandatory eligibility criterion, and the second stage is the technical evaluation of the skills, experience, and capacity of the service provider.

There are no points calculated for the eligibility criteria; however, failure to meet the criteria will result in immediate disqualification of the bidder. The technical criteria will be evaluated out of 100 points, with a minimum score qualifying the bidder to move to the next stage of the evaluation based on price and specific goals.

Table 1: Mandatory Eligibility Criteria

Eligibility Criteria		Weight
<ul style="list-style-type: none"> ▪ Registration of the Firm with the IIA and/or other professional bodies, Including evidence of review by the IIA per the IIA regulations or professional body requirements. ▪ Registration of Senior Members of the audit team with professional bodies. 	<ul style="list-style-type: none"> • Registration with the appropriate Regulatory Body and evidence of review by the Professional Body. (Audit partner and Senior members of the team must be members of a recognised Professional Body) = eligible 	N/A
	<ul style="list-style-type: none"> • No Professional body membership by the Firm and/or Senior engagement team members and/or no evidence of professional review = Disqualification 	
Minimum qualifications of the engagement Partner, Forensic Partner, and Senior Specialists.	Audit partners/ Specialists assigned to the engagement must have at least the following qualifications: <ul style="list-style-type: none"> • Internal Audit Partner NQF 8 in Auditing / Accounting or Financial Management and CA (SA) or CIA or master’s degree in Auditing / Accounting or Financial Management. • Forensic Partner NQF 8 in Forensic Investigations / Policing / Auditing / Accounting / Management and 	N/A

	<p>Financial Management or Risk Management and CA (SA) / CFE / FP(SA) or master's degree or equivalent</p> <ul style="list-style-type: none"> • ICT Auditor <p>NQF 8 in Information Technology / Financial Information System / Auditing / Accounting or Financial Management and CA (SA) or CISA or master's degree in information technology / Financial Information System/Auditing/ Accounting or Financial Management.</p>	
	<p>Minimum Qualification requirements not met = disqualification.</p>	

Technical evaluation Criteria

Technical Criteria	Applicable score (1-10)		Weightings %
1. Experience of the Firm as well as the skill and competence of the Internal audit team:	<i>Experience of the engagement Partner:</i>		30
	• The internal audit partner has more than 15 years of experience.	10	
	• The internal audit partner has 10-15 years of experience.	8	
	• The internal audit partner has less than 7 to 9 years of experience.	5	
	• The internal audit partner has less than 6 years of experience.	3	
	• No experience	0	

	<p>Experience of the Engagement Manager:</p> <ul style="list-style-type: none"> • Audit Manager has 6 years or more experience. • Audit Manager has less than 6 years but more than 4 years' experience. • Audit Manager has less than 4 years' experience. 	<p>10 5 0</p>	
	<ul style="list-style-type: none"> • The audit firm has more than 5 years in existence with clear evidence of servicing the public sector. • The audit firm has more than 3- 5 years in existence with clear evidence of servicing the public sector. • Audit firm has lesser than 3 years in existence with clear evidence of servicing the public sector. • The audit firm has no years of experience in the public sector. 	<p>10 8 5 0</p>	
<p>2. Range of skills of the Firms assigned to the engagement</p>	<p>Specialists that are part of the team from multiple disciplines with more than 4 years of experience:</p> <p>All the following are assigned to the assignment:</p> <ul style="list-style-type: none"> ▪ Internal auditor ▪ Risk Expert ▪ IT auditors ▪ Forensic Auditor ▪ Plus, at least 3 other Specialists relevant to the assignment <p>All the following are assigned to the assignment:</p> <ul style="list-style-type: none"> ▪ Internal auditor ▪ Risk Expert 	<p>10 8</p>	<p>10</p>

	<ul style="list-style-type: none"> ▪ IT auditors ▪ Forensic Auditor ▪ Plus 2, other Specialists relevant to the assignment <p>All the following are assigned to the assignment:</p> <ul style="list-style-type: none"> • Internal auditor • Risk Expert • IT auditors • Forensic Auditor • Plus 1, other specialists relevant to the assignment <p>Not all of the above expertise exists on the team.</p>	5	
<p>3. Capacity within the Firm <i>(must be Included in the proposal)</i></p>	<ul style="list-style-type: none"> • The audit will be staffed by more than 65% of the Firm's own employees over and above the audit Partner and Audit Manager. • The audit will be staffed by more than 45% of the Firm's own employees over and above the audit Partner and Audit Manager. • The audit will be staffed by more than 25% of the Firm's own employees over and above the audit Partner and Audit Manager. • The audit will be staffed by more than 15% of the Firm's own employees over and above the audit Partner and Audit Manager. • No internal capacity over and above the audit Partner and Audit Manager. 	10 8 5 3 0	10

<p>4. Contents of the proposal cover the requirements as per in the terms of reference, including:</p> <ul style="list-style-type: none"> • The work methodology plan must demonstrate that the bidder has the required expertise, resources, skills, capabilities, and effective, well-practiced project management process to execute the audit plan. • The proposal should include the framework tools that will be utilised in conducting the audit for areas such as Forensic audits and BCP &DRP audits, and It Security Audits. • The proposal must also indicate the quality control measures that will be applied by the Firms for all audits. • A 3-year audit plan that covers all the identified areas of audit, time rates, hours, etc. • Rated for ad hoc assignments. • Rates for forensic audit for forensic auditors and other specialists. 	<ul style="list-style-type: none"> • The detailed proposal and 3-year rolling plan were submitted as per requirements . • Requirements of the Bid not fully addressed 	<p>1-10</p> <p>0</p>	<p>30</p>
<p>5. The Firm has public sector experience, and there is clear evidence of</p>	<p>More than six (6) references</p> <p>More than four (4-6) references</p>	<p>10</p> <p>8</p>	<p>10</p>

such from at least three referrals.	At least three (3) references	5	
	Below three (3) references	3	
	No references	0	
6. The firm Forensic investigation experience, there is clear evidence of such from at least three referrals.	More than six (6) references	10	10
	More than four (4-6) references	8	
	At least three (3) references	5	
	Below three (3) references	3	
	No references	0	
Total	100		
Technical threshold	70		

6. Returnable Schedules

6.1 Enterprise Questionnaire

Bidders must return submission date for all sections under item 6.1.1 – 6.1.4. On separate sheets where applicable.

Detailed documentation must be attached to this section under sub clauses 6.1.1 – 6.1.4 to provide substantive returns

6.1.1 Company Profile

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:

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 Employer 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 Tender 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 tendering entities submitting tender offers and have no other relationship with any of the tenderers 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.

6.1.2 Bidders Experience Profile

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

6.1.3 Key Personnel

The tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical



and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of the Project Director and Team Leader of not more than 2 pages should be attached to this schedule, together with the Bidders organization and staffing demographics

DECLARATION OF BIDDER – ENTERPRISE QUESTIONNAIRE

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 5.1.1 – 5.1.3 schedule are within my personal knowledge and are to the best of my belief both true and correct.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date



6.2 Technical Proposal & Methodology Statement

6.2.1 Solution Statement

The **Solution Statement and Methodology** must respond to the scope of work and outline the proposed technical solution offered. This technical solution statement should articulate what value add the tenderer will provide in achieving the stated objectives for the project and detail the time frames and proposed methodology. Vulture

The layout of the solution statement and Methodology should be such that it mirrors the headings contained in the Scope of Works, Section 6 of this Bid Document.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer’s stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The document should explain the technical attributes and contain specifications of all equipment proposed, to demonstrate the compatibility and capability of the solution. The technical paper should also include a quality plan which outlines processes, procedures for the testing and verification of deliverables, and meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. The Methodology statement must also include an activity Gantt reflecting a work breakdown structure.

DECLARATION OF BIDDER – TECHNICAL PROPOSAL AND METHODOLOGY STATEMENTS

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 5.2 schedule is within my personal knowledge and is to the best of my belief both true and correct.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.3 Bidder's Declaration of Interest

	<p>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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, 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</p> <ul style="list-style-type: none"> - 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.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	
Tax Reference Number	
VAT Registration Number	

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		
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:		
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		

	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	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?		
	If so, furnish particulars:		
	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?		
	If so, furnish particulars:		
	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies Wither or not they are bidding for this contract?		
	If so, furnish particulars:		

Full details of directors / trustees / members / shareholders.

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 the table below.

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



“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.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

DECLARATION OF INTEREST

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

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date



6.4 Tax Clearance Certificate

The Bidder is to attach a Tax Compliance Status Pin here

6.5 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	<p>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?</p> <p>(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).</p> <p>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.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.4.1	If so, furnish particulars:
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SBD 8

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.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of

that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. 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;
4. 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
5. 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.
6. 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.

7. 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.
8. 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.
9. 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.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date



6.7 Certificate of Acceptance – General Conditions of Contract

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

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the terms and conditions of contract are acceptable to the enterprise and that such contract will be acceptable to the enterprise should the contract or part thereof be awarded to the enterprise, and that such contract will be signed by the enterprise within 7 days of a request to sign the contract.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.8 Declaration of Acceptance – Bid Evaluation Criteria

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

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with, and accept the Bid Evaluation, Scoring and Adjudication Criteria as contained in the Special Conditions of the Bid together with the General conditions as contained on the SANEDI web site, and acknowledge that we have read, understand and accept such as the methodology of bid evaluation and adjudication for this bid.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date



6.9 Declaration of Understanding – Scope of Works

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

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with the scope of works and technical specifications and all requirements enabling us to submit a proposal.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

7. Pricing Schedule

Activities as per the deliverables of the project				
NAME	POSITION IN TEAM	HOURLY RATE	HOURS	COST
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Activity 6				
Additional costs				



Total costs (EXCL.) VAT		
VAT		
Total Cost (INCL.) VAT		

<p>AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender BID 1923</p> <p>..... SIGNATURE OF BIDDER</p>	
---	--

I confirm that I am duly authorised to sign and certify that the price indicated on the schedule is our bid price submitted

NAME (PRINT) CAPACITY

SIGNATURE

NAME OF FIRM DATE

8. Form of Tender

11.	<p><u>Conditions of Acceptance</u></p> <ul style="list-style-type: none"> ▪ The Tenderer is required to complete this FORM of TENDER in every respect, and tenders will not be considered unless this FORM of TENDER is completed in every particular and each page is initialled by the tenderer and fully signed on this page. ▪ This Form of Tender shall be completed by the tenderer in black ink and no corrections, use of correcting fluids or any alterations will be permitted. ▪ The FORM of TENDER and price schedules shall be stated in South African Rand (ZAR) and the price indicated on the schedules shall be binding on the tenderer, and no exception shall be made for omissions, casting errors or errors of whatsoever nature. ▪ Where a tenderer is not returning a price for a line item, or costs associated with that line item are included in another line item, the tendered shall endorse that line item with the words, “No Cost” or “incorporated in Item (NO.....)” whichever being applicable.
12.	<p><u>Confidentiality</u> All information pertaining to the services acquired by SANEDI from the service provider or furnished to the service provider shall be treated as confidential by the service provider and shall not be used or furnished to any other person other than for the purposes of the services without the written Consent of the Accounting Officer unless such information is or later becomes public knowledge, other than by breach of the afore-going.</p>
13.	<p>The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.</p>
14.	<p>The service provider shall ensure that proper security procedures are implemented and maintained to restrict, as far as possible, access to confidential information. The service provider shall ensure that no confidential information is copied or reproduced without prior written approval by the Accounting Officer.</p>
15.	<p>Failure by the service provider to comply with the provisions of this Clause shall constitute a material breach of the contract and shall constitute a ground for termination of the contract by SANEDI, by giving the service provider thirty days’ notice.</p>
16.	<p><u>Priced Proposal</u> The Bid is a <u>FIXED PRICE PROPOSAL</u> and clause 48 shall apply. Clause 49 is not applicable.</p>
17.	<p>FIXED PRICE PROPOSAL The price quoted in the pricing schedule and returned in the Form of Tender is returned as a FIXED PRICE PROPOSAL valid for a period of contract and is not subject to cost price escalations, foreign currency variation or additionality as agreed in the Conditions of Contract</p>

18.	The Bidder is advised that SANEDI will remit the appointed service provider directly and shall be required to comply with all remittance requirements stipulated in the Conditions of Contract specific to this appointment.
19.	The Bidder is advised to plan and provide for all possible risks that may affect the delivery project on time and what mechanisms are in place to manage such risks.
20.	We/I the undersigned, who warrants that they are duly authorised to do so on behalf of the enterprise, confirms that the contents of the conditions of acceptance pertaining to the FORM of TENDER are acceptable, and having fully understood the scope of works and conditions of bidding, herewith warrant that We/I have satisfied ourselves as to the correctness and sufficiency of the rates and prices set out in the Schedule and therefore offer the following PRICE and offer to undertake the works in accordance with the standards and specifications required.
21.	The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that this Form of Tender is submitted in good faith, free of corrections, alterations or encumbrances and such price is binding on the enterprise for a period of 90 days from date of tender close and may be extended by mutual agreement between the parties for a further period of 90 days thereafter.
22.	We/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 goods and/or works 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.
23.	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to SANEDI in accordance with the requirements and specifications stipulated in bid number 1923 at the price/s quoted. This offer remains binding and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
24.	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents in accordance with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services. The Bidder is advised to familiarise themselves with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services which can be viewed on the SANEDI Website at www.SANEDI.ORG.ZA
25.	We/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.
26.	We/I declare that we/I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the Bid submitted has been checked and all prices shown are full and final, and inclusive of all taxes, levies, duties and encumbrances, and shall remain valid for a period of 90 days from date of Quotation Closure as depicted in the Submission Data Section of this Bid Document



Therefore our TOTAL Tender Price in respect of the Goods and Services requested under this Call for Proposals (BID REF 1923) as stated in South African Rand (ZAR) and upon the terms and conditions set out in the Bid Document free of exceptions, amendments or qualifications save those listed in Schedule 9 shall be:

Tender Amount R

Amount in Words

.....

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

9. Addenda

9.1 Proposed Amendments and Qualifications

27.	<p>The Tenderer should record any deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule.</p> <p>If the space provided is insufficient, the Tenderer must reflect the headings and emphasis of matter in this schedule and provide detailed amplification of such deviations and qualifications in a separate sheet and incorporate such response in the singular bound bid document submitted at the time of Tender.</p> <p>The Tenderer accepts that the Client will, at its sole discretion determine the validity of such amendments and or qualifications and apportion weighting to such in addition to the BID SCOPE or evaluation criteria in the best interest of the Client.</p> <p>The decision of the Client in this regard is final, and the Client reserves the right to negotiate with a bidder to finalise the implications of such amendments and qualifications</p> <p>Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.</p>						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Page</th> <th style="width: 30%;">Clause or item</th> <th style="width: 55%;">Proposal</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Page	Clause or item	Proposal			
Page	Clause or item	Proposal					

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

9.2 Record of Addenda to Tender Documents

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date