



**INVITATION TO BID**

**APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES ON BEHALF OF GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF THREE YEARS**

**BID NO: GPL 006/2025**

**NON-COMPULSORY VIRTUAL BRIEFING SESSION: 09 SEPTEMBER 2024 @ 11H00 AM**

**CLOSING DATE: 18 SEPTEMBER 2024**

**TIME: 11H00 AM**



**ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS**

**Section 1**

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Technical Proposal	<b>Yes</b>		
2.	Invitation to bid (SBD1): completed and signed	<b>Yes</b>		
3.	Pricing Schedule (Firm Pricing) SBD 3.1	<b>Yes</b>		
4.	Bidders Disclosure (SBD 4) Original completed and signed.	<b>Yes</b>		
5.	Preference Point Claim form (SBD 6.1) Original completed and signed.	<b>Yes</b>		
6.	Did you submit copies of full Company Registration documents?	<b>Yes</b>		
7.	Did you submit copies of South African IDs' for Directors?	<b>Yes</b>		
8.	Did you submit your company profile?	<b>Yes</b>		
9.	Did you submit one (1) hard copy bid proposal?	<b>Yes</b>		
10.	Did you submit one (1) USB with information replica of the bid proposal?	<b>Non-mandatory Basic compliance</b>		
11.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>• Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below:</li> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul>	<b>Yes</b>		

**Service Provider's Name:**.....

**Completed by:**.....

**Signature:**.....

 <p><b>GAUTENG</b> LEGISLATURE <small>Your View — Our Vision</small></p>	<b>INVITATION TO BID (SBD1)</b>	<b>Section 2</b>
---	-------------------------------------	------------------

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)**

BID NUMBER:	<b>GPL 006/2025</b>	CLOSING DATE:	<b>18 SEPTEMBER 2024</b>	CLOSING TIME:	<b>11H00 AM</b>
DESCRIPTION	<b>APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES ON BEHALF OF GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF THREE YEARS</b>				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**NO 43 RISSIK STREET, JOHANNESBURG, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Mr VHUKHUDO LETSHOKOTA	CONTACT PERSON	Mr GERT HANEKOM
TELEPHONE NUMBER	<b>N/A</b>	TELEPHONE NUMBER	<b>N/A</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
E-MAIL ADDRESS	<a href="mailto:VLetshokota@gpl.gov.za">VLetshokota@gpl.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:GHanekom@gpl.gov.za">GHanekom@gpl.gov.za</a>

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Mr VHUKHUDO LETSHOKOTA AND Mr GERT HANEKOM FOR WRITTEN RESPONSES

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b> CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
---	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES   
NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES   
NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES   
NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES   
NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES   
NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**Non-Compulsory Virtual Briefing Session  
(Declaration of Attendance)**

**Section 3**

**BID NUMBER: GPL006/2025**

**BID DESCRIPTION: APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES ON BEHALF OF GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF THREE YEARS**

**BID CLOSING DATE : 18 SEPTEMBER 2024 CLOSING TIME: 11H00am**

**NON-COMPULSORY BRIEFING SESSION : YES**

**Venue: Microsoft Teams**

**Date: 09 SEPTEMBER 2024**

**Time: 11h00am**

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

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

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

<p><b>SIGNATURE OF BIDDER OR ASSIGNEE(S)</b></p>          <p>.....</p>	<p><b>DATE:</b> .....</p>
--	---------------------------

Position .....

Name Bidder .....

Name of Company.....

SIGNATURE OF GPL OFFICIAL \_\_\_\_\_ DATE: \_\_\_\_\_

### **3.1 DOCUMENTS**

- 3.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company representative who has the relevant authority to sign legal and binding contracts on behalf of the company.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

### **3.2 SUBMISSION OF BID PROPOSAL**

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
- 3.2.4 No faxed or e-mailed bid proposals will be accepted.

### **3.3 BID RESPONSES**

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

#### **3.3.2.1 Service Provider Contact Details**

- Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

#### **3.3.2.2 Service Provider Profile**

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

### 3.3.2.3 **Pricing Structure**

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT) for VAT registered bidders.
- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed (SBD 3.3 pricing schedule).
- The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

### 3.3.3 **Quantity of Bids to be Submitted**

- 3.3.3.1 Every prospective bidder must submit one (1) Bid proposal and (1) USB.
- 3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)
- 3.3.3.3 Bids must be clearly marked on the front as follows: Bid No: GPL006/2025
- 3.3.3.4 Bids must be clearly marked **on the back** as follows:
- **Bidders Name & Bidders Address**
  - **Bidders Contact Numbers**
- 3.3.3.5 Bid documents may be couriered by registered mail or deposited in the tender box situated at:  
**43 RISSIK STREET, JOHANNESBURG 2000  
GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

### 3.4 **ACCESSIBILITY OF THE TENDER/BID BOX**

The Bid box can be accessed from eight to five (08:00am to 17:00pm). Monday to Sunday (including Weekends and Public Holidays), at, **43 RISSIK STREET, JOHANNESBURG 2000, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

- 3.4.1 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

### 3.5 **OWNERSHIP OF PROPOSALS**

- 3.5.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.
- 3.5.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

### 3.6 **BID VALIDITY PERIOD**

- 3.6.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period if deemed necessary and in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

### 3.7 **JOINT VENTURES OR CONSORTIUM**

- 3.7.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.7.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.7.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

### 3.8 **DISCOUNTS**

- 3.8.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.



- 3.8.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

### **3.9 GENERAL REQUIREMENTS**

- 3.9.1 Prospective bidders may submit their questions to [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za) or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.9.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.9.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations and content information.
- 3.9.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.9.5 GPL reserves the right not to award this bid in total, or part thereof if minimum requirements is not meet.
- 3.9.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.9.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.9.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.9.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.9.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.9.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.9.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.9.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 3.9.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

### **3.10 CENTRAL SUPPLIER DATABASE REQUIREMENTS**

- 3.10.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE.
- 3.10.2 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, Financial Management of Parliament and Provincial Legislatures Act of 2009 and the Financial Management of Parliament and Provincial Legislature Regulations of 2015, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 3.10.3 GPL will not award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or organ of state in which any of the mentioned persons is a Director or has controlling or other substantial interest.

### **3.11 VISITS / MEETINGS / INSPECTION**

- 3.11.1 As part of the adjudication process, GPL may request certain providers to organise a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 3.11.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

### **3.12 AWARD OF BID**

- 3.12.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance shall be by means of a letter.
- 3.12.2 GPL reserves the right not to award this contract.
- 3.12.3 Contract will be concluded with the successful service provider.

### **3.13 SUBCONTRACTING**

- 3.13.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.13.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.13.3 In relation to a designated sector, a contractor must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

### **3.14 SUBCONTRACTING AFTER AWARD OF TENDER**

- 3.14.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.14.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.14.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

### **3.15 FRONTING**

- 3.15.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.15.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (the dtic), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

### **3.16 SECURITY AND OCCUPANCY**

- 3.16.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "Restricted Areas" and all of the provisions of these Acts will apply to this contract.
- 3.16.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.16.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.16.4 Signing of contract will be required to hand in to the GPL Security Unit within 48 hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilised on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.
- A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
- Home address.

- 3.16.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.16.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.16.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

### **3.17 SAFEGUARDING OF DOCUMENTS**

- 3.17.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.17.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.17.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.17.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

### **3.18 BID CANCELLATION**

- 3.18.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.18.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
  - funds are no longer available to cover the total envisaged expenditure
  - no acceptable bid is received; or
  - there is a material irregularity in the bidding process
  - there is material change of scope after the tender has closed.

### **3.19 DELIVERY ADHERENCE**

- 3.19.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.
- 3.19.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery/milestone has been affected.
- 3.19.3 Deliveries not complying with the order forms will be returned to the supplier or service provider's expense.

**1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.**

We the undersigned partners / joint ventures / consortium, tendering as

.....  
.....

hereby authorize .....

to sign this Bid as well as any contract resulting from this Bid and any other documents  
correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES ..... CAPACITY .....

SIGNATURE .....

**2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.**

I, the undersigned .....hereby confirm that I am  
the sole owner of the business trading as .....

**3) IF THE BIDDER IS SUB-CONTRACTING.**

I, the undersigned ....., hereby confirm that  
I will be sub-contracting work to the following company/companies .....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following  
details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:**

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
  - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - b) 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;
- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.

- 6) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 7) 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.
- 8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 9) I confirm that I am duly authorised to sign this contract.

**DECLARATION**

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- o recover any losses or damages sustained by GPL under such agreement
- o restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: \_\_\_\_\_

Identity number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMISSIONER OF OATHS**

*I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.*

\_\_\_\_\_ (Sign – SERVICE PROVIDER)

\_\_\_\_\_ (Name – SERVICE PROVIDER)

<b>COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON</b>
<b>STAMP</b>
NAME & SURNAME:
<i>DESIGNATION/RANK:</i>
PERSAL/EMPLOYEE NO/SERVICE NUMBER:
PLACE/DATE:

**PRICING SCHEDULE**

**(Professional Services)**

NAME OF BIDDER: .....

BID NO.:

CLOSING TIME : CLOSING DATE :

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE	IN	RSA
CURRENCY				
NO INCLUDED)		** (ALL APPLICABLE TAXES		

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R .....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----

4. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

- 4.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....

----- R.....  
TOTAL: R.....

\*\* " all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

4.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
TOTAL: R.....			

- 5. Period required for commencement with project after acceptance of bid .....
- 6. Estimated man-days for completion of project .....
- 7. Are the rates quoted firm for the full period of contract? \*YES/NO
- 8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....

**\*[DELETE IF NOT APPLICABLE]**

9. Any enquiries regarding bidding procedures may be directed to the –

**9.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management  
**Contact Person:** Vhukhudo Letshokota  
**E-mail address:** [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)

**9.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** GERT HANEKOM  
**E-mail address:** [GHanekom@gpl.gov.za](mailto:GHanekom@gpl.gov.za)

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

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

\_\_\_\_\_

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

### 1. GENERAL CONDITIONS

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

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.3 The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 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.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of



### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{80/20 (Pt - P_{max})}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{90/10 (Pt - P_{max})}{P_{max}} \right)$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement</b>
	TOTAL	20	

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

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

5.4 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

## APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES ON BEHALF OF GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF THREE YEARS

---

### 1. INTRODUCTION AND BACKGROUND

1.1 The Gauteng Provincial Legislature (GPL) is a provincial arm of the Republic of South Africa. Its roles and responsibilities are defined and spelt out in Chapter 6 of the Constitution. In line with its legislative mandate, its objectives are to deepen democracy and activism in Gauteng, through robust oversight, effective public participation and efficient law making. The Financial Management of Parliament and Provincial Legislatures Act No 10 of 2009 (FMPPLA), as amended in 2014, requires that:

- “50. (1) The Accounting Officer must establish the Legislature’s internal audit unit which must conduct internal audits in accordance with the standards set by the Institute of Internal Auditors, for the purpose of maintaining consistency with internal audit functions in other organs of state.*
- (2) The unit must prepare for the approval of the audit committee—*
- a) operating procedures to guide its relationship with the administration of the operating the Legislature.*
  - b) a three-year risk-based audit plan; and*
  - c) an internal audit programme for each financial year setting out the proposed scope of each audit.*
- (3) The unit must report quarterly to the Accounting Officer and the audit committee on its performance against the annual audit plan.*
- (4) The unit must—*
- (a) be independent of the activities that are audited; and*
  - (b) have access to the financial records and other relevant information of the Legislature.”*

1.2 To give effect to the provisions of the Act, an outsourced internal audit function was established in 2002 at the Legislature, in line with the then PFMA (Public Financial Management Act) requirements and subsequently aligned to the FMPPLA (Financial Management of Parliament and Provincial Legislatures Act). To this end, Internal Audit is part of the Audit, Risk and Governance unit of the GPL which is a Sub-programme in the Office of the Chief Financial Officer (CFO).

1.3 Subsequently, the GPL has invested in the BarnOwl Risk Management software and is being used for risk management processes and tracking of audit findings and recommendations. Thus, the terms of reference are intended to provide a scope of work and deliverables to appoint outsourced Internal Auditors for a period of 3 (three) years.

## **2. OBJECTIVES**

- 2.1 The objectives of this Terms of Reference is to appoint a suitable service provider to:
- 2.1.1 provide an independent, objective, and professional service to the Gauteng Provincial Legislature.
  - 2.1.2 Provide reasonable assurance to Management, the Audit & Risk Committee (ARC) that GPL's controls are adequate and working as intended.
  - 2.1.3 To ensure that the Gauteng Provincial Legislature must have an effective independent internal audit function, which should also comply with the Institute of Internal Auditors' (IIA) standards.
  - 2.1.4 To ensure that Internal Audit function assist the Gauteng Provincial Legislature to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management control and governance processes. The risk management strategy including the fraud prevention plan must be used to direct the internal audit effort.
  - 2.1.5 Review the below subject to agreed Plan:
    - a) Internal control processes
    - b) The information systems environment
    - c) The reliability and integrity of financial and operational information
    - d) The effectiveness of operations
    - e) Compliance with policies, laws, regulations and contracts
    - f) The safeguarding of assets
    - g) The economical and efficient use of resources
    - h) Achievement of established operational goals and objectives.
  - 2.1.6 Assist Audit and Risk Committee (ARC) and through it the Secretary to the Legislature and management, in effectively discharging its responsibilities. This must be done through furnishing the ARC with analyses, appraisals, recommendations, counsel and information concerning the activities that have been reviewed as well as regular follow-ups.

## **3. SCOPE OF WORK**

### **3.1 General scope**

- 3.1.1 Compile an Integrated 3 (three) year Strategic Annual Internal Audit Plan and 1 (one) year annual Internal Audit Plan (IAP), emanating from the strategic risk assessment conducted.
- 3.1.2 Consult and engage Gauteng Provincial Legislature management and Audit and Risk Committee throughout the compilation of the IAP (Internal Audit Plan). An Integrated IAP will review both the manual and automated controls for a process being audited, simultaneously.
- 3.1.3 Align to Gauteng Provincial Legislature's Risk Management Policy and Plan and the Fraud Risk Management Policy & Plan for consistent understanding and reporting.
- 3.1.4 Present the 3 (three) year Strategic and 1 (one) year Annual Internal Audit Plan to the Audit & Risk Committee for approval.
- 3.1.5 Implement the approved IAP (Internal Audit Plan) in line with the agreed risk-based methodology and perform internal audits in line with the IIA's Standards and the International Professional Practices Framework (IPPF).



- 3.1.6 Perform monthly and quarterly audit review in accordance with the IAP and ensure conclusion of all internal audit reviews in the IAP (Internal Audit Plan) before the end of the financial year, as far as practical and on all areas where the internal audit function has control.
- 3.1.7 Liaise with and engage the auditee continuously and report and consult on findings with Management.
- 3.1.8 Perform Ad-hoc reviews and audits, as and when requested and required and report to all relevant stakeholders accordingly.
- 3.1.9 Report progress on the IAP (Internal Audit Plan) to and attend the Risk Management Committee meetings, at least once per quarter.
- 3.1.10 Report progress on the IAP to and attend the Audit & Risk Committee meetings, at least once per quarter.
- 3.1.11 Engage with all Assurance Providers, in line with the Combined Assurance Model, as recommended in the King IV Report.
- 3.1.12 Work closely with the Office of the Auditor General to afford GPL the maximum benefit from the Combined Assurance Model.
- 3.1.13 Provide a Written Annual Assessment on the control environment, once the internal audit reviews for the financial year are concluded and consider the outcome thereof.
- 3.1.14 Pro-actively provide advice to GPL on the internal control environment, to continuously improve and address root causes identified in the execution of internal audit reviews.
- 3.1.15 Provide input, where necessary, towards the Audit Tracking Report used to follow-up on the implementation of internal audit action plans. Advise on ways to expedite the resolution on long outstanding items.
- 3.1.16 Ensure that all work conforms to the standards of Professional Practice of Internal Auditing, through the IIA. An independent or external person not part of the Engagement Team should conduct a Quality Assurance Review (QAR), on the internal audit work concluded.
- 3.1.17 Have the capacity and ability to provide financial, compliance, performance, forensic, information systems audits as well as Audit of Performance Information.
- 3.1.18 Provide expert knowledge, advice, support and skills transfer on a consulting basis to the Audit, Risk & Governance Sub-programme on the following areas:
  - a) Enterprise Risk Management
  - b) Governance Processes
  - c) Fraud Risk Management
  - d) Business Continuity Management
  - e) Any other area where a need is identified.

## **3.2 Liaison with External Auditors**

- 3.2.1 Internal Audit Service Provider will co-ordinate their work with other assurance providers as directed by management.
- 3.2.2 Internal Audit shall convene a meeting to present a plan on the areas covered to minimise duplication of effort and to determine reliance to be placed on the work conducted by Internal Audit. This will be accomplished by:
  - a) Compulsory meetings between the Internal audit function and external audit function to discuss the annual internal and external audit plan;
  - b) Provide access to the external auditors to the internal audit documentation;
  - c) Provide access to system documentation; and

- d) Exchange of audit reports and management letters.

### **3.3 Fraud and Irregularities**

- 3.3.1 In planning and conducting the work, the internal auditor or service provider should seek to identify serious defects in internal controls, which might result in possible malpractices.
- 3.3.2 Any such defects must be reported immediately to the Secretary and/or Audit and Risk Committee without disclosing these to any other staff. This also applies to instances where serious fraud and irregularities have been uncovered.

### **3.4 Authority**

- 3.4.1 Internal Audit will report functionally to the Audit & Risk Committee and has unrestricted access to the Chairperson of the Audit & Risk Committee, and administratively to the Secretary to the Legislature. This reporting relationship ensures independence of the Internal Audit function. The Executive Office of the CFO and the Office of the Director: Audit, Risk & Governance will provide and serve as the central point of liaison, facilitation and coordination.
- 3.4.2 Internal Audit will remain independent of all line and functional management. Independence of Internal Audit will be ensured by:
  - 3.4.2.1 Establishing a clear policy that gives full access to Internal Audit of all records, property, resources, and personnel at all times.
  - 3.4.2.2 Allowing Internal Audit unrestricted access to the Secretary to the Legislature and the Chairperson of the Audit & Risk Committee.
  - 3.4.2.3 Not assigning any line management functions to Internal Audit.
  - 3.4.2.4 Vesting responsibility for appointing and removing Internal Audit will be that of the Accounting Officer.
- 3.4.3 Internal Audit has the authority to issue reports to Management, Risk Management Committee, Secretary to the Legislature, the Audit & Risk Committee and the Legislature Services Board (LSB). Approval of the Audit & Risk Committee should be obtained prior to distribution of reports to external parties.
- 3.4.4 A service level agreement will form part of the contract between the selected service provider and the GPL It will include names of persons to whom the service provider will be accountable, format, regularity and quality of reports expected from the service provider. Details of the SLA are not limited to the above and; will be drawn up by the responsible people, in line with the Delegation of Authorities, within the organisation and discussed and signed-off at the commencement of the contract. Ad-hoc and formal meetings will be set up by the coordinator responsible for the SLA to ensure that the standards, deliverables and quality thereof as agreed are adhered to.

## **4. ROLES AND RESPONSIBILITIES**

- 4.1 The GPL reserves the right not to appoint or to appoint one or more service providers for this project. The following are therefore the roles GPL will conduct as part of enabling the service provider to carry out its mandate:
  - a. Facilitate operational risk assessment and manage the risk management processes.
  - b. Monitor, follow-up and report progress against the implementation of actions plans for the Strategic Risk Register and Operational Risk Registers.

- c. Monitor, follow-up and report progress against the implementation of actions plans for the internal and external audit findings.
- d. Update the Audit Tracking Report from the information above and report progress periodically to Management, Risk Management Committee, Secretariat and Audit & Risk Committee.
- e. Facilitate and coordinate the internal audit and external audit function.
- f. Pay all legible and verified invoices upon receipt of the invoice accompanied by the relevant approved deliverables report.
- g. Should GPL be of the opinion that the service provider does not deliver services of an acceptable standard, the GPL may cancel the agreement by notice in terms of a cancellation clause and the General conditions of the Contract. In this regard the service provider shall have no recourse thereafter.

**4.2 The service provider shall perform the following functions in terms of carrying out its mandate.**

- a. Compliance with the Institute of Internal Auditors Standards and Code of Ethics for Internal Auditors when executing their duties.
- b. Maintain full support services which include management of resources, guarantee of quality in the services rendered and contractual control for resources applied.
- c. As an Internal Auditor, report to the Audit and Risk Committee of the Gauteng Provincial Legislature.
- d. To review the adequacy and effectiveness of controls.
- e. Obtain background information on the structure of the Gauteng Provincial Legislature available on <http://gpl.gov.za/> as well as the annual reports.
- f. Provide a Costing Schedule which should reflect the average hourly charge out rate that would be applied for year 1, year 2, and year 3 of the appointment.

**5. REQUIRED COMPETENCIES**

- 5.1 Membership to the Institute of Internal Auditors (IIA) is required from supervisor level and higher for the team proposed for / assigned to the GPL.
- 5.2 The audit firm must have at least 5 (five) years' experience in providing internal audit services in the Public Sector.
- 5.3 The Engagement Director/Partner in charge must have a professional qualification, i.e. CIA or CA(SA), with at least 10 years' experience.
- 5.4 All Managers should have at least 5 (five) years' experience
- 5.5 All Supervisors/Assistant Manager must have at least 3 (three) years' experience
- 5.6 Extensive knowledge and experience of the Public Sector and Governance
- 5.7 Extensive knowledge and good understanding of the King IV Report and the Protocol on Corporate Governance for the Public Sector practices.
- 5.8 Extensive knowledge of the Financial Management of Parliament and Provincial Legislatures Act.
- 5.9 IT Director must have a professional qualification, i.e. CISA certification, with at least 10 years' experience.

**6. KEY ASSUMPTIONS**

- 6.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations and provided it is available and accessible.
- 6.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 6.3 The service provider's assigned individuals have the prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 6.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.

## **7. PERIOD OF THE ASSIGNMENT**

- 7.1 The service provider should commence and complete the assignment within a three-year period from date of the last signature on the contract and issuance of a Purchase Order.

## **8. EVALUATION CRITERIA**

- 8.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. Furthermore the 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

### **8.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

This Phase will be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

### **8.1.2 Phase 2: Functionality Evaluation Criteria (100)**

This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:  
0 = Poor; 1= below average; 2 = average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	KEY SCORE	WEIGHT
1	<p><b>Service Provider Experience in similar projects</b></p> <p>Provide supporting reference letters (5) from clients in the public sector demonstrating experience in executing projects of a similar nature.</p> <p>NB: the previous work done must not be older than 5 years.</p> <p>The service provider must ensure that at least one reference letter should reflect the following types of audits:</p> <ul style="list-style-type: none"> <li>• Audit of Performance Information / Predetermined Objectives</li> <li>• Information system auditing, in particular SAP system</li> </ul>	A minimum of 5 years' experience in the public sector.		10
		5 years' experience	3	
		6 to 9 years' experience	4	
		10 or more years' experience	5	

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:  
 0 = Poor; 1= below average; 2 = average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	KEY SCORE	WEIGHT
	Provide <b>5 reference letters</b> that must be signed by the referee, contain implementation details for the project, and the duration of the contract and the GPL reserves the right to verify the testimonials	5 reference letters from previous work conducted.		<b>10</b>
		3 to 12 months	3	
		12 to 23 months	4	
		24 months or more	5	
2.	<b>Project Management Team</b>	Provide the Project team organogram, qualifications and experience:		<b>25</b>

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:  
0 = Poor; 1= below average; 2 = average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	KEY SCORE	WEIGHT	
	Submit the project team organogram, CVs and qualifications of the project team as proof of evidence.	Project Team Organogram and respective CV's	5		
			The Engagement Director/Partner must possess a professional qualification, i.e. Chartered Accountant (CA) or Certified Internal Auditor (CIA) and at least 10 years' experience	5	
			IT Director must have a professional qualification, i.e. CISA certification, with at least 10 years' experience	5	
			All managers must have at least five (5) years' managerial experience.	5	
			All supervisors/assistant managers must have at least three (3) years' supervisory experience.	5	
3	<b>Project Plan</b>	Provide a high-level project management plan, detailing the following aspects covered:		<b>15</b>	
		Tasks and milestones related to the project	5		
		Management of risks associated with this project and mitigation strategy,	5		
		Demonstrate ability to deliver the Internal Audit Plan on time, i.e. by 31 March annually.	5		

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:  
0 = Poor; 1= below average; 2 = average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	KEY SCORE	WEIGHT
4	<b>Technical Approach and Execution Plan</b> Provide a comprehensive internal audit methodology to be applied.	Comprehensive internal audit methodology to cover at least the following points: <ul style="list-style-type: none"> <li>• Audit process</li> <li>• Alignment to the IIA standards</li> <li>• Integration to risk management process</li> <li>• Quality Assurance Review (QAR) – illustrate the approach, frequency and results of the most recent QAR</li> <li>• Combined assurance model</li> <li>• Forensic audit skills and tools</li> </ul>		<b>30</b>
		4 of the above points covered	3	
		5 of the above points covered	4	
		All 6 of the above points covered	5	
5.	<b>Affiliation to professional bodies</b> Provide valid of proof of membership of the Institute of Internal Auditors.	A service provider project team management is expected to be a member of the IIA (Institute of Internal Auditors)		<b>10</b>
		Not a member of any required association or professional body	0	
		The engagement director/partner, the project team manager and supervisor are members of the IIA	10	



**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= below average; 2 = average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	KEY SCORE	WEIGHT
			TOTAL POINTS	100
			CUT OFF POINTS	70

### 8.1.3 Phase 3: Price and Specific Goals (100

8.1.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: <b>Criteria</b>	<b>Points</b>
Price Evaluation $Ps\ 80 \left( 1 - \frac{Pt - P\ min}{P\ min} \right)$	80
<b>Specific Goals</b>	20
<b>TOTAL</b>	100

Where,

Ps = Points scored for comparative price of bid under consideration  
 Pt = Comparative price of bid under consideration  
 Pmin = Comparative price of lowest acceptable bid

8.1.3.2 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	<b>Registration Documents and ID Copy</b>
1.2	Women	3	<b>Registration Documents and ID Copy</b>
1.3	PWDs	3	<b>Letter from the Doctor</b>
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement</b>
	<b>TOTAL</b>	<b>20</b>	

## 9. FINANCIAL PROPOSAL

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work.

Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as required in the table below. Rates should be inclusive of all overheads but exclusive of VAT. An indication must be made whether quoting and invoicing is based on actual or average rates. If a particular category does not exist in the firm, it can be omitted.

ITEM	HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 1	HOURLY RATES (Incl. all Overheads) (Excl. VAT) Year 2	HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 3
Engagement Partner	R	R	R
Partner/Director	R	R	R
Senior Manager	R	R	R
Manager	R	R	R
Assistant manager	R	R	R
Supervisor / Senior Auditor	R	R	R
Trainee Auditor	R	R	R
Specialists (E.g. Tax, Technical, etc.)	R	R	R

We further require the average rate you will charge us based on the figures above, over the 3-year contract period. This average cost will be used for the costing and billing of IA.

	AVERAGE HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 1	AVERAGE HOURLY RATES (Incl. all Overheads) (Excl. VAT) Year 2	AVERAGE RATES (Incl. all overheads) (Excl. VAT) Year 3
Average hourly rate			
Number of hours planned per year (estimate)	1500	1500	1500
Total cost of IA plan for the year (excl vat)			

### Disbursements

As the Legislature has one main office situated in Johannesburg, it is a requirement that the successful bidder have an office or staff also based in Gauteng within a 50km proximity. We will not pay for any disbursements related to travel time or kilometers to our offices in Johannesburg from any offices located outside Gauteng and will consider this cost an investment made by the bidder to our organisation.

**THE END**