



**APPOINTMENT OF POTENTIAL SERVICE PROVIDERS TO SERVE ON THE COLLEGE PANEL INTERNAL
AUDIT FIRMS FOR A PERIOD OF THREE (3) YEARS**

BID NUMBER: ETVETC (RFP) 01/2022

CLOSING DATE: 16TH MARCH 2022

CLOSING TIME: 13H00

DATA SHEET FOR BIDDERS

Contract Name	Potential Service Providers To Serve On The College Panel Of Internal Audit Firms For A Period Of Three (3) Years
BID Closing Date:	16 March 2022 at 13:00
Owner	EHLANZENI TVET College - Central Office
Address	29 Bell Street, Nelspruit, 1200
Compulsory Briefing Meeting:	No Compulsory Briefing Session will be held

ETVETC 01/2022: APPOINTMENT OF POTENTIAL SERVICE PROVIDERS TO SERVE ON THE COLLEGE PANEL OF INTERNAL AUDIT FIRMS

1. INVITATION TO BID

1.1 EHLANZENI TVET College is inviting capable and competent service providers to render internal audit services by serving on the College panel of internal audit firms for a period of three (3) years.

1.2 No Compulsory Briefing session will be held.

1.3 The bid documents will be issued as from:

- **23 February 2022** and it must be downloaded/viewed on EHLANZENI TVET College website (www.ehlanzenitvetcollege.co.za)

1.4 Closing date of BID is on the **16th March 2022 at 13:00**

1.5 **The BID shall be valid and open for acceptance for a period of 90 days from the date of closing of BIDs.**

1.6 Bidders must make sure that the original completed bid document is in a sealed envelope, marked "ETVETC 01/2022: SERVICE PROVIDERS TO RENDER INTERNAL AUDIT SERVICES BY SERVING ON COLLEGE PANEL OF INTERNAL AUDIT FIRMS FOR A PERIOD OF THREE (3) YEARS is received at Ehlanzeni TVET College on or before **16 March 2022** at 13:00 at the following address:

**EHLANZENI TVET College – Central Office, 29
Bell Street, Nelspruit, 1200**

1.7 All enquiries shall be in writing and directed to:

**Mrs GB Mdaka – Supply Chain
Manager Tel: 013- 752 71055
E-mail: busisiwe.mdaka@ehlanzenicollege.co.za**

BID NO: ETVETC 01/2022: APPOINTMENT OF POTENTIAL SERVICE PROVIDERS TO SERVE ON THE COLLEGE PANEL INTERNAL AUDIT FIRMS FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND

Ehlanzeni TVET College seeks to procure the services of internal audit firms to serve on the College panel of internal auditors for a period of three (3) years to carry out internal audit assignments **as and when required**.

Ehlanzeni TVET College has a Three Year Rolling Internal Audit plan and an Annual Internal Audit Plan that is approved by the Audit Committee. These plans outline the objectives and strategy of the College Internal Audit Unit and further set out their plans for each year including planned audits. Due to limited resources, the Internal Audit Unit requires the services of suitable internal audit firms to carry out audit assignments **as and when required** for a period of three (3) years.

To this end, Ehlanzeni TVET College invites suitably qualified, appropriately accredited, and interested bidders who have, and can demonstrate, the necessary capacity, to submit proposals and or quotations for the delivery of the services as outlined in these terms of reference.

Please Note: Any provider that submits late (after closing date and/or time) will not be allowed to partake in the Request for Proposals (RFP) process.

The primary objective is to assist the College in carrying out internal audit assignments as determined annually in the Internal Audit Plan.

2. SCOPE OF WORK

The purpose of this project is to appoint a panel of internal audit firms to carry out internal audit assignments as and when required for a period of three (3) years. The scope of work shall be outlined prior to the commencement of each audit assignment to be executed.

3. PROFILE OF THE SERVICE PROVIDER

The Service Provider must clearly demonstrate the capacity to deliver the services for which they are quoting. Ehlanzeni TVET College reserves the right to ask for documentation to prove financial capacity of the Services Provider appointed.

4. PRE-QUALIFICATION AND MANDATORY REQUIREMENTS

Below is a list of mandatory documents required:

Pre-Qualification Requirements	
Appendix A	RFP Document
Appendix B and B1	Technical specifications and pricing
Appendix C	Proof of Bank Account
Appendix D	Company Registration
	Registration Number
Appendix E	Tax Compliance Status PIN
	Expiry Date
	VAT Number
Appendix F	BBBEE certification
	BBBEE STATUS (Level)
	BBBEE Points out of 20
	Expiry date
	BEE RATING
	BLACK OWNERSHIP
	BLACK WOMAN OWNERSHIP
	Scorecard
Appendix G	Board Resolution
Appendix H	Declaration of Interest
Appendix I	Service Provider SLA
Appendix J	Registration on National Treasury

5. EVALUATION CRITERIA

EHLANZENI TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 60 points and submissions that fail to achieve the minimum qualifying score will be disqualified.
- Only submissions that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation of 80/20 for Price and BBBEE shall be as follows:

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

The evaluation criteria for functionality will be as below:

No	Qualifying Criteria for Short Listing	Points
1	<p>Provide three (3) contactable references of contracts of similar services in GRAP environment not older than 3 years.</p> <ul style="list-style-type: none"> ➤ One Reference Letter = 5 points ➤ Two Reference Letters = 10 points ➤ Three Reference Letters = 15 points ➤ No Reference Letter provided = 0 points 	15
2	<p>HR Capability of Firm Organogram of active staff establishment showing the number of personnel per the required Job grade</p> <ul style="list-style-type: none"> ➤ Where the number of staff to be made available to the College are on average less than 30% of the total establishment = 9 points ➤ Where the number of staff to be made available to the College are on average more than 30% but less than 50% of the total establishment = 5 points ➤ Where the number of staff to be made available to the College are on average more than 50% but less than 60% of the total establishment = 3 points ➤ Where the number of staff to be made available to the College are on average more than 60% but less than 70% of the total establishment = 2 points ➤ Where the number of staff to be made available to the College are on average more than 70% of the total establishment = 1 point ➤ Non-submission = 0 points <p>Bidders should note that non-audit staff members at their firms / companies shall not be included in the computation of the average %. For the purpose of calculating the average %, the formula in the section below this table shall be applied.</p>	20
3	<p>Proof of business address in Mpumalanga</p> <ul style="list-style-type: none"> ➤ Proof of Mpumalanga business address (15 points) ➤ No proof of Mpumalanga business address (0 points) 	15
4	<p>Verifiable evidence that the firm is a recognized member of a professional body in South Africa</p> <ul style="list-style-type: none"> ➤ Verifiable evidence provided = 10 points ➤ No verifiable evidence provided = 0 points 	10
5	<p>Detailed Skills Transfer Plan</p> <ul style="list-style-type: none"> ➤ Detailed Skills Transfer Plan provided = 10 points ➤ No Detailed Skills Transfer Plan provided = 0 points 	10

6	Proof of capacity to perform the required service(s) <ul style="list-style-type: none"> ➤ Internal Audit Manager with related tertiary qualification with at least two (2) years' experience at managerial position, registered with The Institute of Internal Auditors (IIA) (proof to be provided) = 10 points ➤ Internal Audit Supervisor with related tertiary qualification with at least three to five (3-5) years of relevant work experience, registered with IIA (proof to be provided) = 5 points ➤ At least one Information Systems Auditor with at least three (3) years' relevant experience (proof to be provided) = 5 points ➤ CV's of all the maximum number of persons per skill grade showing the required experience and qualification = 10 points 	30
TOTAL POINTS		100

Prospective suppliers must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

For the Purpose of determining the **HR Capability of the Firm** the following Formula shall be applied:

Skill Grade	Weighting (Priority)	Actual Fraction on the Staff establishment (no. of required staff / Total number on the Organogram)	Weighted average percentage (Weighting x Actual fraction / 100)
Internal audit clerks / trainees	15.0%	(3 / X)	
Internal auditors	20.0%	(3 / X)	
Internal audit supervisor	15.0%	(2 / X)	
Internal audit Manager	20.0%	(1 / X)	
Information systems auditor	10.0%	(1 / X)	
Information systems audit manager	20.0%	(1 / X)	

NOTE: Along with the submission, a list of projects involving internal audit work completed within the past 3 years must be provided. Exposure in the TVET sector will be advantageous.

6. CONDITIONS FOR COMPLETING BID DOCUMENTS

If any of the following bid forms are **not completed fully** and signed or not handed in with your bid on closing date and time, your bid will be immediately disqualified.

- SBD 1 (Invitation to bid) (make sure it is signed)
- SBD 3 Pricing Schedule if not filled please refer to Annexure or Addendum where price is mentioned.
- SBD 4 (Declaration of interest, ensure that it signed)
- SBD 6.1(Preferential Claim Form) must be signed regardless if points claimed or not ensure that it is signed.
- SBD 8 (Declaration of bidder past supply chain management practices ensure that it is signed).
- SBD 9 (Bid Rigging) Make sure it is signed and completed.
- B-BBEE Status level verification certificate (original or valid certified copy)

7. SPECIAL TERMS & CONDITIONS

- The appointed bidder(s) is responsible for due compliance of Covid-19 regulations relating to rendering audit readiness services.
- The College reserves the right to terminate the contract by giving one month's notice in writing.
- Ehlanzeni TVET College reserves the right to ask for documentation to prove financial capacity of the bidder.
- Deregistering and blacklisted companies including directors/owners/individuals linked to the company, will not be considered
- Counter-offer by service providers shall not be considered and shall therefore nullify the offer to the company.
- Ehlanzeni TVET College reserve the right to amend the specification before the closing date of the bid or to award the whole or part of the bid to one or more service providers or to cancel the bid in the whole, as well as to adjust the quantities before the final award is made.
- No telephone or facsimile will be accepted for submission.
- Any means of attempting to influence adjudication process or outcome of adjudication process will result in immediate disqualification of the entire bid
- Enquiries should be made in writing.
- All bid submissions must be done in hard copy.

- Note: Blacklisted companies appearing on the national treasury database are prohibited from conducting business with public entities and will be disqualified.

Please note: Proper Certification of Documents means:

- A copy of the original document must be certified with an original certification stamp.
- No Copies of certified documents will be accepted.
- No certified copies of copies will be accepted
- Certification must be dated and the date must not be older than three months.

8. SPECIAL TERMS AND CONDITIONS

1. Ehlanzeni TVET College does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
2. The bid shall be valid and open for acceptance for a period of 90 days from date of closing of BID.
3. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
4. Counter offers by service providers shall not be considered and shall therefore nullify the offer to the company.
5. Ehlanzeni TVET College reserves the right to amend the terms of reference before the closing date of the bid or to award whole or part of the bid to one or more service providers or to cancel the bid in whole, as well as to adjust the quantities before the final award is made.
6. BID must be submitted on the BID documentation issued by the College.
7. Prospective suppliers must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.
8. NOTE: Exposure in the TVET sector will be advantageous. The College has the right to appoint or not to appoint a service provider for this project. The College will not necessarily accept the lowest quotation in part or full; it will be at the College's discretion to appoint the most suitable service provider who will add value to the institution.
9. In order to facilitate a transparent selection process that allows equal opportunity to all

service providers, EHLANZENI TVET College will adhere to its policy on the appointment of service providers.

10. The College will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bids
11. Travelling costs and time spent or incurred between home and office of consultants will not be for the account of the College
12. The College undertakes to pay out within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation or a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.