

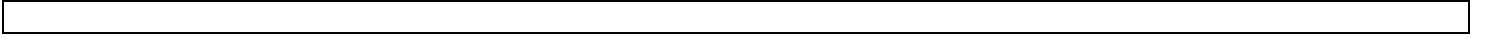


<b>THE APPOINTMENT OF A SERVICE PROVIDER FOR TKZN INTERNAL AUDIT SERVICES</b>	
<b>REQUEST FOR QUOTATION</b>	
<b>REQUISTION NUMBER</b>	RFQ 10331
<b>DESCRIPTION</b>	INTERNAL AUDITORS 1 YEAR CONTRACT
<b>CLOSING DATE AND TIME</b>	12 SEPTEMBER 2023 @14H00
<b>CSD No.</b>	_____
<b>SUBMISSION DETAILS</b>	<p><b>Email Submission:</b> <a href="mailto:quotes@zulu.org.za">quotes@zulu.org.za</a> OR</p> <p><b>Hand Delivery:</b> Tourism KwaZulu-Natal 2<sup>nd</sup> floor, Ithala Trade Centre Building, 29 CanalQuay, Point, Durban (Document must be inserted into the <u>Bid Box</u>)</p> <p><i>Late submissions will not be accepted</i></p>
<b>SCM ENQUIRIES</b>	<p><b>Contact:</b> Philile Radebe</p> <p><b>Tel / Email:</b> 031 667 7594 <a href="mailto:Phililer@zulu.org.za">Phililer@zulu.org.za</a></p>
<b>TECHNICAL ENQUIRIES</b>	<p><b>Contact:</b></p> <p><b>Tel / Email:</b> 031 667 7500</p>

**NAME OF BIDDER.....**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TOURISM KWAZULU-NATAL (TKZN)</b>					
BID NUMBER:		CLOSING DATE: 12 SEPTEMBER 2023		CLOSING TIME:	14h00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR TKZN INTERNAL AUDIT SERVICES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>2<sup>nd</sup> Floor, Ithala Trade Centre Building</b>					
<b>29 Canal Quay Road</b>					
<b>Point Waterfront</b>					
<b>Durban</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Philile Radebe</b>		CONTACT PERSON		
TELEPHONE NUMBER	<b>031 667 7594</b>		TELEPHONE NUMBER		
FACSIMILE NUMBER	<a href="mailto:Phililer@zulu.org.co.za">Phililer@zulu.org.co.za</a>		FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 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:** .....

TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided– (not to be re-typed) or online				
1.3 Quotations above R2000 will be evaluated based on functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 TKZN reserves the right to enter negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 TKZN shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 TKZN will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 TKZN will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where No Tax Compliance status (TSC) or pin is availablebut the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p>				
<p>1.10 The bidder has examined the information provided in the bid documents and x sizeer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. Bidder must confirm the availability of the proposed team members. The bidder confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date</p>				
<p>1.11 TKZN's business of conduct and ethics: 1.11.1 Relationships with customers and suppliers - To ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of TKZN, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p>				

## B. ADMINISTRATIVE COMPLIANCE

<b><u>2. STAGE ONE: ADMINISTRATION COMPLIANCE</u></b>	Yes	No	Noted	If no, indicate deviation
<p><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p><b>2.1 Mandatory</b></p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 <b>prior</b> to the award of the bid;</p> <p>2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p><b>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</b></p>				
<p><b><u>3. STAGE TWO: FUNCTIONALITY REQUIREMENTS</u></b></p> <p>The minimum threshold is 70 points, only bidder who obtain / exceeded threshold will be considered for price evaluation.</p>				

<p><b>4. STAGE THREE: PRICE AND PREFERENTIAL/SPECIFIC GOALS</b> – 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.</p> <p><b>NB: Price and Preference Points evaluation will be performed on bidders who qualified for Stage 1 and 2 above.</b></p>				
<p>3.2 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage Stage 1 and stage</p>				
<p>3.2 In line with Preferential Procurement Regulations 2022 and TKZN Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms Historically Disadvantaged Individuals:</p> <p><b>a) ≥51%Black Ownership- 15 points</b></p> <p><b>b) Location within Ethekwini Metro = 5 points</b></p> <p><i>The following may be used as proof for claiming preference points:</i></p> <ul style="list-style-type: none"> <li>• BBBEE Affidavit</li> <li>• BBBEE Certificate</li> <li>• CIPC</li> <li>• CSD Full Registration Report</li> <li>• SA ID document</li> <li>• A stamped letter from the local councillor or municipal utility bill or Lease Agreement</li> </ul>				
<p><b>4. ADJUDICATION OF BID</b></p>				
<p>4.1 The quotation shall be awarded at the sole and absolute discretion of TKZN. TKZN hereby represents that it is not obliged to award this quotation to any bidder. TKZN is entitled to <b>retract</b> this quotation at any time as from the date of issue. TKZN is not obliged to award this quotation to the bidder that quotes the lowest.</p>				
<p>4.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of TKZN regarding this quotation from the date the x sizeer is submitted until the date of award of the quotation.</p>				
<p><b>5. Awarding of contract</b></p>				
<p>5.1 The TKZN Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. TKZN's standard terms and conditions will not be negotiated.</p>				



5.2 TKZN reserves the right to award this quotation in full or part

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**C. TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR TKZN INTERNAL AUDIT SERVICES**

**1. BACKGROUND INFORMATION**

**1.1. Abbreviation, Acronyms and**

Definitions

**1.2. TOR Terms of Reference**

TKZN Tourism KwaZulu-Natal

SP Service Provider

SCM Supply Chain

Management

CEO Chief Executive Officer

CFO Chief Financial Officer

PFMA Public Finance Management Act, 1999 (Act No 29 of 1999) as amended

B-BBEE Broad-Based Black Economic Empowerment

SLA Service Level Agreement

RFQ Request For Quotation

PPPFA Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) as amended

**1.3. Background to the project being tendered for**

**1.3.1.** The KwaZulu-Natal Tourism Authority is established in terms of the KwaZulu-Natal Tourism Act of 1996, as amended Act No2 of 2001. TKZN has been established to initiate, facilitate, coordinate and implement:

- Strategic tourism marketing and;
- Demand driven tourism development programmes, which will grow tourism, thereby striving to achieve;
- The transformation of the tourism sector within the province and;
- The provision of economic benefits to all stakeholders and the province

**1.3.2. Our objectives are:**

- Increasing foreign arrivals;
- Increasing the share of domestic visitors;
- Increasing tourism expenditure (spend);
- Reducing foreign seasonality;
- Increasing geographic spread;
- Improving destination image and service excellence;
- Promoting responsible and demand-driven tourism development and accessibility;
- Fostering strategic leadership;
- Promoting transformation; and
- Providing an enabling environment for tourism growth and development.

**1.3.3.** TKZN is required to have an internal audit function in terms of Treasury Regulation 27.2.5. It is against this background that the TKZN is seeking a service provider to provide internal audit services for a period of one (1) year.

**1.4. Purpose of the Terms of Reference**

The purpose of the TOR is to request service providers to provide internal audit services to TKZN.

**2. CONTRACT OBJECTIVES, SCOPE OF WORK AND DELIVERABLES****2.1. Introduction**

In terms of Treasury Regulation 27.2.5, the Board must have an internal audit function that must in consultation with the Board, be formally defined in an audit charter and must be consistent with the Institute of Internal Auditors (IIA).

**2.2. Overall objective of the contract**

The overall objective of this contract is to appoint a service provider to provide Internal Audit Services in terms of Treasury Regulations 27.2.5 for the provision of Internal Audit Services for a period of one (1) year.

**2.3. Scope of work****2.3.1. Purpose/ Function of the Internal Auditors**

The Internal Audit function must, in consultation with the Audit Committee, prepare

- a) A rolling three year strategic internal audit plan based on its risk assessment of key areas of risks for the public entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy;
- b) An internal audit plan for the first year of the rolling plan;
- c) Plans indicating the scope of each audit in the annual internal audit plan;
- d) Reports to the audit committee detailing its performance against the plan, to allow effective monitoring and intervention when necessary, including copies of the internal audit reports.

- e) The areas of audit will include the following areas of operations of TKZN but not limited to:
- Supply Chain Management (Total procurement budget R98 million)
  - Interim Financial Statements and Annual Financial Statements Review as at 31 December and 31<sup>st</sup> March respectively with Revenue, Grants Management – Total revenue R151 million)
  - Asset Management (Total Asset Value R2 million)
  - Project Funding Controls (Annual fund of R35 million per annum)
  - Performance Information (Seven programmes)
  - Human Resources Management and performance management of 70 positions.
  - Information Technology
  - Probity Audits of Tenders (6)
  - Auditor-General Follow Up Reviews

### 2.3.2. Competence Requirements

The service provider should meet the following competency requirements:

- a) Be independent of the entity;
- b) Be competent in the professional practice of internal auditing;
- c) Be qualified and certified audit professional registered under ,CIA, or SAICA, IRBA or CISA, who possesses current knowledge of the Standards
- d) Be well versed in the best practices of the profession.
- e) Have at least five (5) years of recent experience in the practice of internal auditing at public sector institutions (specifically PFMA). Has provided internal audit services to a minimum of five state owned entities.

### 2.3.3. Special Conditions

- a) The Internal Auditors appointed will be bound to the Code of Conduct and Confidentiality as per the IIA Standards and the TKZN policies in the course of their duties.
- b) The TKZN reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.
- c) The bidder should demonstrate knowledge of the public entity's activities.
- d) The successful bidder(s) must sign a Service Level Agreement (SLA) with the Chief Executive Officer (CEO) and reporting on the progress and completion of the contract will be made to the Audit and Risk Committee.
- e) The bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless the Chief Executive Officer has prior to the assignment, consented in writing to the assignment.
- f) A bidder may not intend to cede his right to payment in terms of a contract to a third party without the prior written consent of the CEO. A bidder may not by means of cession, cede any of his obligations to perform in terms of a contract to any third party.
- g) The bidder(s) must formally indicate any objection the bidder(s) may have in making available, on request by the TKZN all working papers, data, documents, reports and evidence collected or prepared during the planning, execution and reporting of the internal audit function.

### 3. REPORTING

The Internal Auditor will be directly accountable to the Chief Executive as a line function but report to the Audit and Risk Committee functionally. The following deliverables must be achieved by the Internal Auditors:

- a) Prepare a one (1) year strategic Internal Audit Plan in consultation with the Audit and Risk Committee, based on the risk assessment conducted.
- b) Prepare a plan indicating the scope of each audit in the annual internal audit plan;
- c) Prepare internal audit reports in line with the approved Internal Audit Plan;
- d) Prepare a close-off progress report at the end of each Quarter in line with the Annual Internal Audit Plan for presentation to the Audit and Risk Committee.
- e) Perform any other audit work as might be deemed necessary / required by the TKZN that could be outside the audit plan.

### 4. PERIOD OF APPOINTMENT

- 4.1. The appointment of the successful bidder will be subject to the signing of a contract and service level agreement for a period of one (1) year.

### 5. BID REQUIREMENT

#### 5.1. Standard bid documentation

All bidders are required to complete the Standard Bid Documentation.

#### 5.2. Technical proposal

The technical proposal should comprise the following elements:

- Understanding of the assignment and scope of work (Approach and Methodology)
- Experience of the service provider including relevant track record, reputation, references letters on letterhead of clients, record of affiliation and experience of conducting similar work.
- CV's of proposed Audit Team profile and other key members of the team.
- Detailed project execution plan, including task definition and allocation, project timeframes / timetable and milestones as well as feedback and reporting plan to TKZN.
- Examples of projects of this nature (as per Annexure B)

#### 5.3. Financial proposal

The financial offer must be costed based on 1 100 budgeted hours.

The pricing schedule breakdown will include a cost estimate for the contract period of one year, which must include

- Related assumptions and itemised budget.

- Fees must be quoted at an all-inclusive rate for the different levels of proposed resources to be utilized; and
- Fees must indicate if they are inclusive of VAT or not
- All administration cost such as accommodation, travel, subsistence, etc. for the duration of the audit.
- To show the total cost per deliverable **per attached annexure**
- To give final totals per annum.

## 6. APPLICATION RULES

### 6.1. Expenses incurred:

Neither Tourism KwaZulu-Natal nor any organ of state will be held liable for any expense incurred by the applicants.

### 6.2. Confidentiality:

The contents of the applications will be kept strictly confidential by the Authority and its advisors.

### 6.3. Number of Copies:

An original bound document with one (1) paper copy of the application documents or emailed.

### 6.4. Late and incomplete applications:

Any application reaching the KwaZulu-Natal Tourism Authority later than the date and time given in 6.5 below will not be considered.

Bidders must provide all the information requested in the terms of reference.

### 6.5. Closing of submissions:

Applications must be submitted in a sealed envelope on with the closing date clearly indicated. The application can be placed in the tender box situated on the second (2nd) floor Ithala Trade Centre, 29 Canal Quay (29 Signal Road), Point, Durban or email.

The closing date and time for submissions is **12 September 2023 at 14h00**.

### 6.6 Information Contained in this document:

The information/data provided in this document, together with any subsequent issue of addenda of information/data is given in good faith for the guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such information.

### 6.7 Further information

The Tourism KwaZulu-Natal reserves the right to seek further information from the applicants, as it considers necessary.

## **7. INTELLECTUAL PROPERTY RIGHTS**

- 7.1.** It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful Bidder during and after the completion of the project at hand.
- 7.2.** An appointment will be made in terms of the procurement policy of Tourism KwaZulu-Natal.

## **8. INTELLECTUAL PROPERTY RIGHTS INDEMNITY**

- 8.1.** The Bidder undertakes to obtain the necessary consent proprietors or their licenses should the Bidder make use of the intellectual property of any other person.
- 8.2.** The Bidder hereby indemnifies Tourism KwaZulu-Natal against any action, claim, damage or legal cost that may be instituted against Tourism KwaZulu-Natal on the ground of an alleged infringement of any copyright or other intellectual property right in connection with the work outlined with this bid.
- 8.3.** The Bidder further indemnifies Tourism KwaZulu-Natal against any claim or action (including costs) caused by and/or arising from the failure to obtain such consent.
- 8.4.** All original drawings and documents received from Tourism KwaZulu-Natal together with all other drawings, including photographic reductions and negatives thereof,
- 8.5.** computer programmes and other data prepared by the Bidder in connection with the work with prior approval and at the expense of Tourism KwaZulu-Natal, shall be lodged together with any software and/or intellectual property rights in relation thereto with Tourism KwaZulu -Natal and become the property of Tourism KwaZulu-Natal. Bidder shall not make any of the data, details, drawings or information available to any third party, for whatever reason, without prior written approval of Tourism KwaZulu-Natal and shall take the necessary steps to safeguard against this happening.
- 8.6.** Copyright of all documents prepared by the Bidder in terms of this bid shall be owned by TOURISM KWAZULU-NATAL but Tourism KwaZulu-Natal shall have unlimited access and free use of the material as and when required.

## **9. EVALUATION METHOD**

- 9.1.** All proposals received will be evaluated on the basis of functionality and will then have their Bids scored for price and Preferential points as per the New Preferential Regulations 2022.
- 9.2.** RFQ applications need to meet the following basic functionality evaluation criteria, which will be considered and applied during the adjudication/evaluation process; the maximum weight of each criterion is indicated in table below.
- 9.3.** For purposes of comparison and to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned in paragraph 9.2.
- 9.4.** An appointment will be made in terms of the procurement policy of the KwaZulu-Natal Tourism Authority.
- 9.5.** It must be noted that in a case of a Joint Venture, the credentials of the lead company will be considered.



## THE EVALUATION CRITERIA FOR FUNCTIONALITY WILL BE AS PER TABLE BELOW

CRITERIA	DESCRIPTION	SCORE
AUDIT MANAGER	<p>Audit Manager must submit the below measure tool:</p> <p>a) Qualifications</p> <p>b) Bidders resource and CV.</p> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Above eight (8) years as an audit manager (Public Sector) = 10 years</li> <li>• Above five (5) to eight (8) as an audit manager (Public Sector) = 5 years</li> <li>• Less than five (5) as an audit manager (Public Sector) = 0 years</li> </ul> <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Post Graduate Degree Internal Auditing/Auditing/ Accounting = 10 points</li> <li>• Internal Auditing/ Accounting/ Bachelor Degree (NQF 6 or 7) = 5 points</li> <li>• No relevant auditing / accounting qualification= 0 point</li> </ul> <p><b>CERTIFICATION / DESIGNATION</b></p> <ul style="list-style-type: none"> <li>• CIA/CA (SA) equivalent = 10 points</li> <li>• No valid certification / designation = 0 point</li> </ul> <p><b>CONFIRMABLE MEMBERSHIP / AFFILIATION WITH IIA (SA) / SAICA/ IRMSA</b></p> <ul style="list-style-type: none"> <li>• Audit Manager has active / valid membership = 10 points</li> <li>• Audit Manager does not have active / valid membership = 0 points</li> </ul>	40
TEAM MEMBER	<p>Team Member must submit the below measure tool:</p> <p>a) Qualifications</p> <p>b) Bidders resource and CV.</p> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Five years and above in Internal Audit (Public Sector) = 5 years</li> <li>• Less than five (5) in Internal Audit (Public Sector) = 0 years</li> </ul>	20

	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Post Graduate Degree Internal Auditing/Auditing/ Accounting = 5 points</li> <li>• Internal Auditing/ Accounting /bachelor’s degree (NQF 6 or 7) = 3 points</li> <li>• No relevant auditing / accounting qualification= 0 point</li> </ul> <p><b>CERTIFICATION / DESIGNATION</b></p> <ul style="list-style-type: none"> <li>• CIA/CA (SA) equivalent = 5 points</li> <li>• No valid certification / designation = 0 point</li> </ul> <p><b>CONFIRMABLE MEMBERSHIP / AFFILIATION WITH IIA (SA) / SAICA/ IRMSA</b></p> <ul style="list-style-type: none"> <li>• Team Member has active / valid membership = 5 points</li> <li>• Team Member does not have active / valid membership = 0 points</li> </ul>	
<p><b>COMPANY’S EXPERIENCE</b></p>	<p>The bidder must have a minimum of three positive reference letters from current and previous clients providing Internal Audit services in Public Sector</p> <ul style="list-style-type: none"> <li>• Three (3) Positive Reference Letters = 20 points</li> <li>• Two (2) Positive Reference Letters = 10 points</li> <li>• One (1) Positive Reference Letter = 5 points</li> <li>• No relevant reference letter = 0 point</li> </ul>	<p><b>20</b></p>
<p><b>APPROACH AND METHODOLOGY</b></p>	<ul style="list-style-type: none"> <li>• Detailed Approach and Methodology to the Internal Audit Function covering all the TKZN Areas in response to 2.3.1 = 20 points</li> <li>• Limited/ Insufficient Approach and Methodology to the Internal Audit Function covering all the TKZN Areas in response to 2.3.1 = 10 points</li> <li>• No Approach and Methodology submitted = 0 point</li> </ul>	<p><b>20</b></p>
<p><b>TOTAL</b></p>		<p><b>100</b></p>
<p><b>Minimum qualifying score- A bidder scoring below 70 points in quality will be considered as disqualified for evaluation and will be discarded from any further evaluation.</b></p>		

**PRICING SCHEDULE**

**Annexure A**

**ESTIMATED FEE PER AUDIT AREA**

<b>Audit Area</b>	<b>Hours</b>	<b>Rates incl. VAT</b>	<b>Amount</b>
<b><i>Supply Chain Management</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Interim Financial Statements and Annual Financial Statements Review</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Asset Management</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Project Funding Controls</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Performance Information</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Human Resources Management and performance management</i></b>			
Director			
Manager			
Auditor			
Total			

<b>Audit Area</b>	<b>Hours</b>	<b>Rates incl. VAT</b>	<b>Amount</b>
<b><i>Information Technology</i></b>			
Director			
Manager			
Auditor			
Total			
<b><i>Probity Audits of Tenders</i></b>			
Director			
Manager			
Auditor			
Total			
<b>TOTAL PRICE (INCL. VAT)</b>			

**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

---

<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.

**SBD4**

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 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.

<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.

**SBD4**

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

## 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**

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### 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 To be completed by the organ of state

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

1.3 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.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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 The organ of state 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 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).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender under consideration

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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 organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***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) (To be completed by the	Number of points claimed (80/20 system) (To be completed by
---	--	--

	organ of state)	the tenderer)
≥51%Black Ownership	15	
Location within EtheKwini Metro	5	

### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. 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]

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.

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

DOCUMENT SUBMISSION CHECKLIST FOR TKZN– INTERNAL AUDIT

DETAILS	YES	NO
COMPANY PROFILE		
APPROACH AND METHODOLOGY		
COMPANY EXPERIENCE		
CV OF AUDIT MANAGER		
CV OF TEAM MEMBER 1		
CV OF TEAM MEMBER 2		
CV OF TEAM MEMBER 3		
COMPANIES AFFILIATION TO PROFESSIONAL BODIES		
PRICING SCHEDULE ON COMPANY LETTERHEAD		
SBD 4		
SBD 6.1		
CSD REPORT		
PRICING SCHEDULE		

**ANNEXURE B: CURRICULUM VITAE (max 5 pages)**

**Proposed role in the project:**

1. **Surname:**
2. **First name:**
3. **Date of birth:**
4. **Nationality:**
5. **Marital status:**
6. **Education:**

<b>Institution [Date from-Date to]</b>	<b>Degree(s) of Diploma(s) obtained</b>

7. Language skills: indicate competence on a scale of 1 to 5 (1 excellent; 5 basic)

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
English			
Zulu			

8. Membership of professional bodies:

<b>Body</b>	<b>Membership no</b>	<b>Date of Membership</b>

9. Other skills: (e.g. Computer literacy, etc.)

10. Present position:

11. Years within the firm:

12. Professional Experience

<b><i>Date from-date to</i></b>	<b><i>Location</i></b>	<b><i>Company</i></b>	<b><i>Position</i></b>	<b><i>Description of projects/ responsibilities etc.</i></b>

