



University of Venda  
*Creating Future Leaders*

## BID SPECIFICATION

### PROJECT DESCRIPTION:

# REQUEST FOR PROPOSAL ON PROVISION OF EXTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

**TENDER NO: FIN/01/2021**

<b>NAME OF BIDDERS</b>	
<b>TENDER AMOUNT</b>	

### FOR MORE INFORMATION:

Xhanti Ben-Mazwi

EMAIL: [xhanti.benmazwi@univen.ac.za](mailto:xhanti.benmazwi@univen.ac.za)

Date: 04 March 2021

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

## TABLE OF CONTENTS

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE #</b>
1	Tender Notification	3
2	Background & Introduction	4
3	Company Details	6
5	Mandatory Submissions	7
6	Scope of work and deliverables	12
7	Technical Characteristics	12
8	Evaluation Procedure and basis for selection	15
9	Annexure A to E	25
10	Pricing Schedule	33
11	Document Submission	39
12	Conflict of Interest Declaration	65
13	Sworn Statement	66

## **1. Tender Notice & Invitation to Tender**

Companies fully accredited to provide External Audit Services are hereby invited to render their proposals for University of Venda (UNIVEN) at their campus situated in Thohoyandou as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

The physical address for the collection of tender documents is the offices of University of Venda situated at:

University of Venda  
University Road  
Thohoyandou  
0950

A non-refundable deposit of R998.00 can be deposited into Univen bank account as follows:

Bank: Absa  
Account Name: Univen Tender Deposits  
Account Number: 1000000538  
Reference: 0015616

Tender documents to be submitted at the Supply Chain tender box of the University of Venda at the address indicated above.

### **NO COMPULSORY INFORMATION SESSION:**

No compulsory Information Session

Tenderers are requested to direct their questions in writing to the following contacts:

### **FOR ANY ENQUIRIES**

Contact: Mr.X Ben- Mazwi

Email: [xhanti.benmazwi@univen.ac.za](mailto:xhanti.benmazwi@univen.ac.za)

**The closing date for the submission of tender documents is the 07 April 2021 at 12H00 Midday.**

## **2. Background & Introduction and Objectives**

The University employs approximately 1000 permanent staff members and 200 fixed term contractors, part time and temporary staff. The part time employees are appointed to perform duties such as invigilation of examinations, while temporary staff members are appointed during peak periods such as registrations and examinations, etc.

The University generates income from government grants and subsidies, tuition fees (formal and short learning programmes), investments, research contracts, other grants, and donations. Expenditure is mainly on staff costs, services, infrastructure, and equipment.

Both accounting records and human resources of the University are run on Integrated Tertiary Software (ITS). The annual statutory audit is overseen by an Audit and Risk Committee.

UNIVEN seeks to appoint a reputable Registered Audit Firm as the University's External Audit Service Provider for 5 years, renewable annually based on performance.

### **Qualifying Firms**

Only firms

- a) who are registered with the Independent Regulatory Board for Auditors (IRBA); and
- b) subject to be appointable by Auditor General of South Africa (AGSA) ; and

### **SERVICE PROVIDER'S TERMS OF REFERENCE**

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the UNIVEN as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

### **Completion of Tender Documents**

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.





## **2. PROHIBITION OF RESTRICTIVE PRACTICES**

**2.1** In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

**2.2** If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

**2.3** If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## **3. RIGHTS RESERVED**

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

## **4. PARENT/SUBSIDIARY COMPANY**

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

## **5. TAXES AND DUTIES**

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.



## **6. DECLARATION OF INTEREST**

The Tender document must include a signed declaration of interests.

## **7. CONSORTIUMS AND JOINT VENTURES**

Only Consortiums and Joint Ventures legally formed and in existence for a minimum of three years will be considered

## **8. SUBMISSION OF FINANCIAL RECORDS**

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Financial Statements are to be attested by a qualified Chartered Accountant (SA).

## **9. VALIDITY PERIOD**

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

## **10. ACCEPTANCE OR REJECTION OF A TENDER**

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

## **11. PRICES**

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

## **12. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the

purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### **13. PROTECTION OF PERSONAL INFORMATION ACT, 2013**

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

### **14. LEGITIMACY OF INFORMATION**

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

### **15. NATURE OF SERVICE**

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

### **16. TERMS OF CONTRACT**

The term of the contract will be for five (5) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the University's Audit and Risk Committee. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

#### **17.1 TERMS & CONDITIONS OF TENDER**

- A. The University reserves the right to reduce or increase the total quantity of items required in the tender.
- B. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.

- C. The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- D. No sub-service providers/sub-contracting will be allowed.
- E. The price should be vat inclusive at 15%
- F. The tender submitted must remain Valid for 120 days after closing date
- G. The University promotes rotation amongst suppliers /service providers.
- H. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
- I. Initials must be on all pages in the tender document
- J. All proposals are to be sealed. No open proposal will be accepted
- K. All proposals are to be clearly marked with the Project number and the name of the bidder
- L. Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers)
- M. No tender will be considered after the closing date and time.
- N. Tender Box will be opened in public straight after the closing time
- O. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- P. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- Q. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- R. No regret letters will be sent to unsuccessful bidders.
- S. Any enquiry regarding this bid invitation and specification shall be submitted in writing to [xhanti.benmazwi@univen.ac.za](mailto:xhanti.benmazwi@univen.ac.za) with tender number as reference or subject.
- T. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- U. All documentation submitted in response to this tender must be in English
- V. Univen reserves the right to:
  - i. Extend the closing date through the same medium of communication used for invitation.
  - ii. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
  - iii. Verify any information contained in the tender proposal.
  - iv. Request any further documentary proof regarding any declaration
  - v. Award this tender as a whole or in part.
  - vi. Cancel or withdraw this tender as a whole or in part.
- W. The contract will be reviewed annually based on performance where applicable.
- X. The Service Provider will be required to provide proof that he/she has the necessary expertise, experience, and knowledge in the audit field .
- Y. The University reserves the right to reduce or increase the total quantity of items required in the tender.
- Z. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- AA. It will be expected that the prices will be competitive and comparable with similar enterprises.

## **18. SCOPE OF WORK**

### **GENERAL**

#### **18.1 SCOPE**

This request provides for a Proposal that should meet the requirements as detailed in the Technical Section as well as a total long-term solution to the needs that may stem from the strategic plan of UNIVEN, DHET goals and objectives.

#### **18.2 ADDITIONAL CONDITIONS**

18.2.1 All prices must be inclusive of VAT (15%).

18.2.2 This Proposal does not commit UNIVEN to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.

18.2.3 Proposals must remain open for a period of (120) days from date of closure and may be accepted at any time during the said period of (120) days

18.2.4 The lowest or only Proposal would not necessarily have to be accepted by UNIVEN and the institution as such, reserves the right to accept any or no proposal at all.

**18.2.6 No faxed, electronic, or late documents shall be accepted.**

**18.2.7 Tender box is situated at the Main entrance gate**

## **19. TECHNICAL SPECIFICATIONS**

### **19.1 REQUEST FOR PROPOSAL**

#### **Location for UNIVEN:**

University of Venda  
University Road  
Thohoyandou  
0950

#### **Hours of Operation**

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

### **19.2 CONTRACTUAL TERMS AND CONDITIONS**

#### **CONTRACT PERIOD AND RENEWAL**

The assignment will thus cover the 2021, 2022, 2023 , 2024 and 2025 financial years and will be subject to an annual review by the University's Audit and Risk Committee of Council.

### **19.3 INTRODUCTION**

UNIVEN's objective of this RFP is to solicit proposals from suitable independent External Audit Service Providers that are capable and willing to provide a comprehensive and appropriate External Audit Service to UNIVEN in accordance with the applicable legislative prescripts.

Univen seeks to appoint a pro-active External Audit Service Provider that is independent and experienced in performance auditing.

#### **19.4 ROLE AND OBJECTIVE OF THE EXTERNAL AUDIT**

External Audit should be an independent and objective assurance and consulting activity appointed by UNIVEN designed to add value and improve the organization's operations. It should assist UNIVEN to accomplish its objectives by performing an independent examination of the financial statements prepared by the institution.

The objective of this tender is to appoint a suitable independent External Audit Service Provider that can maintain and support an appropriate External Audit Service to the Accounting Authority and Management of the UNIVEN and should have an effective External Audit function which should also comply with the Regulatory Board of External Auditors (IRBA) standards.

Some of these objectives/ standards/ controls subject to evaluation, are to review:

- Control processes
- The information systems environment
- The reliability and integrity of financial and operational information
- The effectiveness of operations
- Compliance with UNIVEN's policies, controls and regulations.
- The economical and efficient use of resources
- Achievement of established operational goals and objectives
- Compliance with laws and regulation
- Assisting the Audit and Risk Committee in discharging their responsibilities.

#### **19.5 ROLE AND SCOPE OF EXTERNAL AUDIT WORK**

To invite proposals from registered auditing firms for the rendering of statutory External Audit Services for the University of Venda.

##### **19.5.1 Role of External Audit**

###### **Proposed audit methodology and approach**

Interested party(ies) must submit a preliminary high-level audit plan detailing the following:  
The firm's audit methodology and approach with specific reference to:

- Risk assessment and how it would be aligned with Univen own risk management processes:
  - Testing and the balance between tests of controls and substantive testing;
  - Technology used and how it complies with International Standards on Auditing (ISA);
  - Reliance on the work of internal auditors and how it complies with ISA;
  - Completion of the audit aligned to AGSA;
  - Value added services aligned with ISA;
  - Application of CAAT's and/or Data Analytics;
  - Experience of auditing ERP (ITS system) and integration with other systems;
  - Reporting approach – interim reports, management reports, presentations to Executive Management, Audit and Risk Committee and Council.

## **19.6 SPECIFIC DELIVERABLES REQUIRED OF THE SERVICE PROVIDER**

The External audit service provider is required to report directly to the Vice Chancellor and shall report at all Audit & Risk Committee meetings. The External audit service provider should conduct/prepare in consultation with and for the approval of the AGSA

## **19.7 ADDITIONAL REQUIREMENTS**

### **19.7.1 Quality Assurance**

The service provider shall ensure that all work conforms to the International Standards on Auditing.

All procedures and working papers must be made available on request within one working day, to UNIVEN as well as the Audit & Risk Committee and the AGSA.

## **19.8 Timing of assignments**

19.8.1 The successful Service Provider shall resume work when appointed.

## **19.9 Independence and objectivity of Audit Staff**

In carrying out the work, the service provider must ensure that their staff maintains their objectivity by remaining independent of the activities they perform. The service provider shall:

- Have no executive or managerial powers, functions or duties except those relating to the project.
- Not be involved in the day-to-day operations of UNIVEN.

## **19.10 Reporting Requirements**

It will be expected of the service provider to meet on a weekly basis during the engagement period with the CFO or his/her delegated official to report on the progress of the assignment against the agreed project plan, on management support and operational matters, on contractual compliance and urgent interventions required. In addition, the service provider will be required to attend all Audit & Risk committee meetings to report its performance against the External audit plan.

All reports issued by the service provider should be made available to audit committee members through the Vice Chancellor of the Audit & Risk Committee in an electronic format.

## **19.11 Audit Team**

- Key personnel cannot be withdrawn / replaced from the project during the currency of the contract without the written consent of the Vice Chancellor.

## **19.12 Working Papers**

19.12.1 The following requirements with regards to the working papers will apply:

- External audit files and working papers must comply with AGSA requirements.

- Access to External audit files and working papers should be restricted to authorized staff and should be dealt with in a confidential way in accordance with the governing legislations.

### **19.13 APPOINTMENT, COMMENCEMENT AND DURATION**

19.13.1 The successful bidder will be appointed for a period of five years, subject to annual performance evaluation by the Audit and Risk Committee. The financial year-end for UNIVEN is December. It is expected from the service provider to complete all External audit assignments for the current financial year by no later than the submission date as legislated by DHET. The successful bidder will be appointed for the 2021 financial year of the University with annual performance review by Audit and Risk Committee with a final audit of 2025 financial year.

### **19.14 PACKAGED APPROACH**

19.14.1 UNIVEN would prefer to conclude an agreement with a Bidder who is able to provide a complete External audit service. The successful Bidder will be expected to be always visible during the tenure of the contract. The successful Bidder will have access to all information of UNIVEN within the normal working hours of UNIVEN.

### **19.15 FEES AND PAYMENT**

19.15.1 Fees will be paid based on resources utilised on a time and cost basis, using the rates as submitted in the financial proposal and agreed in the service level agreement to be concluded with the successful bidder. The rates used must not exceed the published rates for audits conducted on behalf of the AGSA as applicable at that specific time.

### **19.16 VALIDITY OF PROPOSALS**

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

## **PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **20. EVALUATION PROCEDURES**

#### **20.1. METHODOLOGY**

The evaluation of proposals will be divided into two (2) phases:

##### **Phase 1:** Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

**Phase 2:** Evaluation of proposals based on Functionality and the BBBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first functionality will be assessed and then in accordance with 80/20 preference point system.

**Stage 1: Evaluation of functionality**

The evaluation criteria for functionality will consider the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical capacity and ability to execute and maintain a contract.

**Note:** No proposal will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.

**Stage 2 Evaluation in terms of the 80/20 preference point system**

Only proposals that achieved the minimum qualifying score/percentage for presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

**Stage 1** will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 (1 - P_t - P_{min} / P_{min})$$

Where:

$P_s$  = Points scored for comparative price of proposal or Proposal under consideration.

$P_t$  = Comparative price of proposal or Proposal under consideration; and

$P_{min}$  = Comparative price of lowest acceptable proposal or Proposal.

**Note:** No proposal will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.

**Stage 2: Evaluation in terms of the 80/20 preference point system**

Only proposals that achieved the minimum qualifying score/percentage for Presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

**Stage 3** will be the *calculation of points for the B-BBEE* status level of contribution where 20 points will be awarded to a proposer for attaining the B-BBEE status level of 1, and lower points will be awarded to proposer with lower B-BBEE status levels as per table below:



BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Note:** Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Proposer being awarded zero (0) points for the preference point system.

The following evaluation method will be used:

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended).

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification, or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing.
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance.
- UNIVEN may shortlist Service provider and may request presentations from short-listed Service provider.
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal.
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on three categories:

- (I) Functionality (technical content)
- (ii) Price
- (iii) Rating of Company as per BBBEE criteria

Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for BBBEE criteria.

## EVALUATION PROCESS (CONTINUED)

### PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

#### Stage 1:     Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70 points and more will be evaluated further for price and BBBEE.

The Point's breakdown is as indicated below:

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
<b>Positive Reference letters of projects completed from previous/current client confirming contract, value of contract, contract period and recommendation.</b>	20		
<p><b>Company References:</b> Provide three (3 ) positive contactable references that are not older than three years. Evidence of prior experience in providing External audit services in accordance with the International Standards on Auditing (ISA) as published by the International Auditing and Assurance Standards Board (IAASB).</p> <ul style="list-style-type: none"> <li>• 3 Positive Contactable references verified = <b>(20 points)</b></li> <li>• 2 Positive Contactable references verified = <b>(15 points)</b></li> <li>• 1 Positive Contactable reference verified = <b>(10 points)</b></li> </ul>			
<b>Track Record and Experience of Firm in External Audit</b>	15		
<p><b>Bidders are to indicate the years of demonstrable experience of the audit partner:</b></p> <ul style="list-style-type: none"> <li>• Relevant experience greater than 10 years = <b>(15 points)</b></li> <li>• Relevant experience between 5 and 9 years = <b>(10 points)</b></li> </ul>			
<b>Expertise of Staff to be placed on this project.</b>	50		
Evidence of the proposed teams experience, skills, and qualifications and at least for the following levels:			

Relevant Professional/Qualification by Key Resources dedicated to the University.

Additional 5 points if company provides similar services to Tertiary Institutions in South Africa

Lead partner: CA/IRBA and registered Auditor

- More than 5 years' experience in auditing in higher education sector=10
- 4 years =8
- 3 years =6
- 2 years and below =0

Audit Partner: CA/IRBA and registered Auditor

- More than 5 years' experience in auditing in higher education sector=10 points
- 4 years =8
- 3 years=6
- 2 years and below =0

Manager: CA/IRBA and registered Auditor

- More than 5 years' experience in auditing in higher education sector=10 points
- 4 years =8
- 3 years below = 6
- 2 years and below=0

Assistant Manager: Certified Theory in Accounting (CTA) and ITC exam completed

- More than 3 years post article experience in auditing in higher education sector=5
  - 2 years =4
  - 1 year and below =0
- OR
- Third year trainee with CTA and in the process of completing ITC exam=5 points
  - Third years trainee with level 1 of CTA =4 points
  - Third year trainee with a BCom and in the process of completing CTA level 1 =3
  - First and Second year trainees – with CTA in the processing of completing ITC exam=2 points
  - First and Second year trainees – with level 1 of CTA =1 point
  - First and Second year trainees with BCom degree=1 point

<b>Professional Membership of the Firm</b>	15			
<ul style="list-style-type: none"> <li>• Provide proof of Professional Membership for the Firm</li> <li>• Latest IRBA Inspection report in terms of S47 of the Auditing Professions Act (APA)</li> </ul>				

<b>Professional Membership (SAICA,</b>	10			
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<b>ISA; IRBA) or any other recognizable accounting or auditing body</b>			
Valid and current proof of Professional Membership for the members			

**Evaluation Criteria**

- a) Total score is 100 points (100%) including where applicable
- b) If any item is not applicable to your company, indicate with "N/A". No blank box is allowed
- c) All Suppliers are expected to score 100% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- d) Points achieved at this shall not be carried to the next stage

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Evaluation Outcome

**20.2 TECHNICAL CHARACTERISTICS**

- Minimum score required to succeed to the next level is 70% - 70 points
- All suppliers achieving the minimum requirement shall be invited to a technical presentation where all the above shall be tested/verified.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment

**DECLARATION**

I, ..... in my capacity as ....., declare that

The information provided above is a true reflection of the capacity of our system.

Signature: .....Date: .....

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TOTAL SCORE	
TOTAL POINTS	100
%	

**TOTAL EVALUATION**

- The total (100%) score is ..... points
- Minimum score required to succeed to the next level is 70%
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

<b>FOR OFFICE USE ONLY</b>	
<b>A</b>	
<b>TOTAL</b>	
<b>% score</b>	
<b>RECOMMENDATION</b>	

<b>FOR OFFICE USE</b>
-----------------------

**AUXILIARY REQUIREMENTS**

**21. LOBBYING AND CANVASSING**

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

**EVALUATION PROCESS (Continued)**

**FUNCTIONALITY CRITERIA TO BE COMPLETED ANY INCOMPLETION/ BLANK SPACES WILL RESULT IN ZERO POINT ALLOCATION:**

**COMPANY REFERENCES**

The reference must be current clients that have done business with your company for longer than three years. Additional points will be allocated if Tertiary Institution references are provided.

<b>3 Positive References</b>	<b>= 10 points</b>	<b>Maximum 15 points</b>
<b>2 Positive References</b>	<b>= 5 points</b>	
<b>1 Positive Reference</b>	<b>= 0 points</b>	
<b>Additional points Tertiary Institution Positive References</b>	<b>= 5 points</b>	

Company /University Name	Contact Name	Contact Number	Email Address
1.			
2.			
3.			

<b>Company years of experience in providing similar service (External Audit). (Attach Company Profile)</b>	<b>Maximum 10 points</b>
Indicate the number of years of experience ..... Years	Attach Company Profile to Annexure A

Experience and qualification of proposed team in providing similar services				Maximum 20 points
Team Position	Member	Years of experience	Highest Qualification	Attach Summarised CV's and certified copies of qualification (not older than 3 months) to Annexure B

Fidelity/ Professional Indemnity	Maximum 10 points
Attach Valid Proof	Attach proof to Annexure D

Professional Membership (SAICA, ISA, IRBA or any other recognizable accounting or auditing body)	Maximum 10 points
Attach Valid Proof	Attach proof to Annexure E



## **ATTACH FUNCTIONALITY CRITERIA RESPONSE**

**FUNCTIONALITY CRITERIA TO BE COMPLETED AND ATTACHED TO EACH ANNEXURE**

**ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:**

**ANNEXURE A1 (Capability, Experience and Capacity)**

**1<sup>st</sup> POSITIVE REFERENCE LETTER**

Experience of firm in providing similar service

**Tick box**

**Document for submission**



Evidence of prior experience in providing External audit services in accordance with the International Standards of Auditing as published by the institute of ISA/IRBA. Evidence of the firm providing External audit services to the tertiary institutions.

**Attach Company Profile Listing the number of Projects. (Completed and Current)**

**ANNEXURE A2 (Capability, Experience and Capacity)**

**2<sup>ND</sup> POSITIVE REFERENCE LETTER**

Experience of firm in providing similar service

**Tick box**

**Document for submission**



Evidence of prior experience in providing External audit services in accordance with the International Standards on Auditing as published by the institute of ISA/IRBA. Evidence of the firm providing External audit services to the tertiary institutions.

**Attach Company Profile Listing the number of Projects. (Completed and Current)**

**ANNEXURE A3 (Capability, Experience and Capacity)**

**3<sup>RD</sup> POSITIVE REFERENCE LETTER**

Experience of firm in providing similar service

**Tick box**

**Document for submission**



Evidence of prior experience in providing External audit services in accordance with the Standards for the Professional Practice of External Auditing as published by the institute of ISA/IRBA. Evidence of the firm providing External audit services to the tertiary institutions.

**Attach Company Profile Listing the number of Projects. (Completed and Current)**

**ANNEXURE B**  
**EXPERIENCE IN THE INDUSTRY**

Staff Placed on Project

**Tick box**

**Document for submission**



List names of staff member(s) who will direct the overall assignment throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, executing and/or reporting on this engagement. Include the qualifications and years of experience and detailed resumes of all staff members names and professional membership held. At a minimum full detail should be provided for the following levels:

- Partners/Directors
- Managers
- Supervisors
- Clerks

Describe any staff rotation plans for the service team for the contract period

**ANNEXURE C**  
**PROOF OF LOCAL OFFICE**

**Tick box**

**Document for submission**



**Attach proof of Lease Agreement or Utility Bill**

**ANNEXURE D**  
**FIDELITY /PROFESSIONAL INDEMNITY**

**Tick box**

**Document for submission**



**Attach valid proof**

**ANNEXURE E**

PROFESSIONAL MEMBERSHIP (SAICA, ISA, IRBA OR ANY OTHER RECOGNIZABLE ACCOUNTING OR AUDITING BODY)

**Tick box**

**Document for submission**



**Attach valid proof**



## **EVALUATION PROCESS (CONTINUED)**

### **PRICING SCHEDULE**

The following requirements with regards to the pricing of the assignment must be adhered to.

- A fixed price per hour must be provided for the entire assignment. UNIVEN will negotiate with the successful bidder a service level agreement that will make provision for an annual CPI adjustment linked to the corresponding period CPI as determined by Statistics South Africa on the anniversary of the contract every year.
- The price should include Value Added Tax. The hours should be distributed between the different levels of staff that will work most efficiently for the service provider.
- The hourly rates used must not exceed the published rates for audit conducted on behalf of the Auditor General as applicable from time to time.
- Submissions must further clearly distinguish between interim audit and year-end audit.
- An indication must be given of estimated hours and estimated hourly rates of the different levels of staff for interim review and year-end audits.
- All assumptions made in drawing the budget, including all cost factors such as subsistence and traveling must be detailed.
- Indicate how the firm will actively prevent/manage overruns
- The service provider should include a breakdown of the hourly tariff applicable for any ad hoc projects that may be requested.
- Provide details of the firm's time management system to record time spent per area of the audit, and the processes in place to monitor and control hours and costs of all aspects of the audit on a timely basis.
- The Service Provider is expected to maintain an adequate level of Fidelity/Professional Indemnity Insurance for the duration of the assignment for services of this nature. The cost of the insurance shall be deemed to have been included in the proposed tender price.
- The service provider shall furnish such additional information that UNIVEN may reasonably require.

## EVALUATION PROCESS (CONTINUED)

### Pricing Schedule

	Year 1 (Inclusive of VAT)	Year 2 -5 (Inclusive of VAT)
Total Cost Per Year for the entire assignment including all direct and indirect incremental cost (incidental, tariff increase as per CPI, subsistence)	R	R
Total for the 5 Year Contract (Inc VAT)	R	

- It is understood that External audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work.
- Firms are required to submit a table of hourly rates as required in the table below. Rates should be inclusive of overheads and VAT. If a particular category does not exist in the firm it can be omitted.

Item (Where Applicable)	Including overheads (VAT inclusive)	
	Year 1 Hourly Rate	Year 2-5 Hourly Rate (incremental rate must be factored for future value for the 4 remaining years)
Lead Partner	R	
Audit Partner	R	
Senior Manager	R	
Manager	R	
Assistant manager	R	
Supervisor	R	
Senior Auditor	R	
Trainee Auditor	R	
Specialists (E.g. Tax, Technical, ICT, Infrastructure specialist, Property services, etc.)	R	
<b>Total Cost per item</b>	<b>R</b>	

- It is recognised that it is difficult for a prospective bidder to be firm about the extent of the work solely on the terms of reference. However, to assist with assessments a firm must provide a typical distribution of time for members of the audit team on a job of this nature.

Item (Where Applicable)	Hourly Rate (Including overheads) – Inclusive of VAT
Lead Partner	%
Audit Partner	%
Senior Manager	%
Manager	%
Assistant manager	%
Supervisor	%
Senior Auditor	%
Trainee Auditor	%
Specialists (E.g. Tax, Technical, etc.)	%
Total	100 %

DETAILS OF PROPOSER

*Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.*

*(N/A to be stated if not applicable).*

Requirement		Response	
Registered name of company/proposer			
CIPC Registration number			
VAT registration number			
UIF registration number			
Official telephone number		(    )	
Official fax number		(    )	
E-mail Address			
Physical Address			
		Code	
Official			

Postal Address												Code				
Director / Member (1)	Full Names and Surname															
	Position in company/ proposer															
	ID No.										Income Tax No.					
Director / Member (2)	Full Names and Surname															
	Position in company/ proposer															
	ID No.										Income Tax No.					
Director / Member (3)	Full Names and Surname															
	Position in company/ proposer															
	ID No.										Income Tax No.					

FINANCIAL STATUS

Details of the specific parties utilised by the company/ proposer						
Bank	Name					
	Branch					
Bookkeeper	Full Name					
	Tel no.		(    )	Alternative Tel no.		
	Fax no.		(    )	E-mail		
	Address					

Auditor	Full Name			
	Tel no.	(    )	Alternative Tel no.	
	Fax no.	(    )	E-mail	
	Address			

Please indicate if you will be willing to provide further details if UNIVEN considers these necessary to evaluate your capacity to offer the service or goods as detailed in this proposal.	Yes	No
---	-----	----

### DELIVERY INSTRUCTIONS

**ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:**

<b>Additional Information</b>		
The service provider must furnish satisfactory evidence of its capability and capacity to provide professional and timely services paying due care to the initial demands of the services required. To meet this requirement the service provider must include at least the following information in the proposal		
Annexure Number	Description of Appendix	Requirement
Appendix A	External Audit Methodology	Response attached to Appendix A
Appendix B	Governance and Performance Management Methodology	Response attached to Appendix B
Appendix C	Capabilities, Capacity and Competitive Advantages.	Response attached to Appendix C
Appendix D	Vision, Mission and Values	Response attached to Appendix D
Appendix E	Reprimands/ Warning	Response attached to Appendix E
Appendix F	Organogram	Response attached to Appendix F
Appendix G	Proof of EXTERANAL QUALITY ASSURANCE REVIEW	Response attached to Appendix G
Appendix H	Valid Tax Pin Code	Response attached to Appendix I
Appendix I	BBBEE certification	Response attached to Appendix J

Appendix J	Financial Statements	Response attached to Appendix K
Appendix K	Resolution (Statement of Proxy)	Response attached to Appendix L
Appendix L	SBD 4	Response attached to Appendix M
Appendix M	SBD 8	Response attached to Appendix N
Appendix N	SBD 9	Response attached to Appendix O

**RFP DOCUMENT REF. NO: FIN/01/2021**

**Tick box**

**Document for submission**



Each page of this RFP document must be initialled by a duly authorised representative and the declaration signed in full

# Appendix A

## External Audit Methodology

**Tick box**

**Document for submission**



Methodology and approach to perform the External audit assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP.

## Appendix B

### Governance and Performance Management Methodology

**Tick box**

**Document for submission**



Methodology and approach to perform the External audit assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP.



## Appendix: C

### Capabilities, Capacity and Competitive Advantages

**Tick box**



**Document for submission**

Provide a list of perceived strengths and weaknesses of the firm e.g. similar previous experience, in-house skills etcetera, thus providing information which will assist UNIVEN to assess its capabilities, capacity and competitive advantages etcetera

## Appendix D

### Vision, Mission and Values

**Tick box**



**Document for submission**

A summary of the service provider's mission statement, the vision statement and values.

## Appendix E Reprimands/ Warning

**Tick box**

**Document for submission**

State whether the service provider is currently under the terms of a public or private reprimand/warning of a Professional Association

# Appendix F

## Organogram

**Tick box**



**Document for submission**

Provide an organogram of the service provider

## Appendix G

### PROOF EXTERNAL QUALITY ASSURANCE REVIEW

**Tick box**

**Document for submission**



Proof of an External Quality Assurance Review having been conducted with positive results, if not reasons should be provided as to why no external quality assurance review was conducted or in cases where the results of the external quality assurance review were unsatisfactory

## Appendix H

### VALID SARS PIN

**Tick box**

**Document for submission**

Please attach a valid SARS pin. Companies that foresee that their annual turnover will exceed R2 million

## Appendix I

### BBBEE Certification

**Tick box**

**Document for submission**



Please supply a valid BBBEE certificate

## Appendix J

### **Audited Annual Financial Statements**

**Tick box**

**Document for submission**



Please ensure that the Annual financial statements fall within 12 months with comparatives, i.e. (most recent not older than 12months)



## Appendix K

### **Board Resolution (Statement of Proxy)**

**Tick box**



**Document for submission**

Include Board resolution for delegation of authority.

NB The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.

Failure to provide appropriate documentation as outlined above shall render your proposal invalid

## Appendix L

### SBD 4: Declaration of Interest

Tick box



Document for submission

Please ensure SBD 4: Declaration fully signed and attached

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed: .....

Position occupied in the state institution:  
.....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES /**  
**NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES /**  
**NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

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


**4 DECLARATION**

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

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

I ACCEPT THAT THE UNIVERSITY MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## Appendix M

### SBD 8: Declaration of Bidders Past Supply Chain Practises

**Tick box**

**Document for submission**



Please ensure SBD 8: Declaration of Bidders Past Supply Chain Practises fully signed and attached



**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## Appendix N

### SBD 9: Certificate of Independent Bid Determination

**Tick box**



**Document for submission**

Please ensure SBD 9: Certificate of Independent Bid Determination fully signed and attached

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). <sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation.
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</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**

**SBD 9**

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



**18 CONFLICT OF INTEREST**

***NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company***

I .....being a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by: .....on this the .....day of .....20.....

Signature: .....

**Duly authorise the supplier/bidder to sign this declaration**

**DECLARATION**

I, the Undersigned (name): .....hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature: .....Date: .....

ID #: .....

Position: .....

Tender Reference #: .....

**19 SWORN STATEMENT.**

**SWORN STATEMENT**

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
  - a. Disqualify me/us (as applicant/s)
  - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
  - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
  - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise: .....

Signature: .....Position:.....

**Business Address:**

.....  
.....

Office Telephone: .....Mobile: .....

Date: .....

