



BID SPECIFICATION

PROJECT DESCRIPTION:

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

TENDER NO: VC/01/2022

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

EMAIL: tenders@univen.ac.za

Date: 18 November 2021

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

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

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1. Tender Notice & Invitation to Tender

Companies fully accredited to provide Internal Audit Services are hereby invited to render their proposals for University of Venda (UNIVEN) at their facilities 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 in:

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
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:	0015615

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

NO COMPULSORY INFORMATION SESSION:

No compulsory Information Session will be held, tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Email: tenders@univen.ac.za

The closing date for the submission of tender documents is the 08/02/2022 at 12H00 Middy.

2. Background & Introduction and Objectives

UNIVEN seeks to appoint a reputable Registered Audit Firm as the University's Internal Audit Service Provider.

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.

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BUSINESS INFORMATION

Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS

CONTACT DETAILS

Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	

Do you have any previous Univen Experience? If so, elaborate.

Authorised Signature	

3. MANDATORY SUBMISSIONS – STAGE
PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only
1	Company Registration Certificate – CIPRO		
2	Valid Tax Clearance Certificate or SARS Pin		
3	Signed JV Agreement (where applicable)		
4	Comprehensive Company Profile, Organogram, Vision, Mission and Values.		
5	Valid Certified ID Copies of all Company Directors within 3 months old		
6	Proof of Business Address		
7	Fully Initialled & Completed tender document pages and to sign where signature is needed		
8	Signed Declaration of Interest		
9	Bank Account Confirmation Letter with Grading		
10	Positive Written Reference Letter/s from previous/current clients		
11	Board Resolution: Certificate for authority for signature		
12	Proof of Tender Document Purchase		
13	Audited Annual Financial Statement within 12 months (2020/2021)		
14	Completion of the Standard Bidding Forms (SBD 4, 8, 9)		
15	Internal Audit Methodology and approach		
16	Capabilities, Capacity and Competitive Advantage		
17	Completion of Appendix F (Reprimands/Warnings)		
18	Proof of EXTERNAL QUALITY ASSURANCE REVIEW		
19	Proof of Professional Indemnity insurance (R10 000 000)		
20	Proof of Registration with Professional Body		

All relevant sections complete and signed and all pages of tender document initialled by authorized signatory. Proof attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....

Name Signature Date

.....

Capacity Name of Firm

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 (CA) Registered Audit for AFS that required to be Audited.

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. 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.

14. 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.

15. TERMS OF CONTRACT

The term of the contract will be for three and a half (3.5) 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.

15.1 TERMS & CONDITIONS OF TENDER

- 1) The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 2) 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.
- 3) The highest scored 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.

- 4) No sub-service providers/sub-contracting will be allowed.
- 5) The price should be vat inclusive at 15%
- 6) The tender submitted must remain Valid for 120 days after closing date
- 7) All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
- 8) Initials must be on all pages in the tender document
- 9) All proposals are to be sealed. No open proposal will be accepted
- 10) All proposals are to be clearly marked with the Project number and the name of the bidder
- 11) Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers)
- 12) No tender will be considered after the closing date and time.
- 13) Tender Box will be opened in public straight after the closing time
- 14) The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- 15) Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 16) In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- 17) No regret letters will be sent to unsuccessful bidders.
- 18) Any enquiry regarding this bid invitation and specification shall be submitted in writing to tenders@univen.ac.za with tender number as reference or subject.
- 19) Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- 20) All documentation submitted in response to this tender must be in English
- 21) Univen reserves the right to:
 - a. Extend the closing date through the same medium of communication used for invitation.
 - b. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - c. Verify any information contained in the tender proposal.
 - d. Request any further documentary proof regarding any declaration
 - e. Award this tender as a whole or in part.
 - f. Cancel or withdraw this tender as a whole or in part.
- 22) The contract will be reviewed annually based on performance where applicable.
- 23) The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the auditing industry.
- 24) The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 25) It will be expected that the prices will be competitive and comparable with similar enterprises.

16. SCOPE OF WORK

GENERAL

16.1 SCOPE

This request provides for a Proposal that should meet the requirements as detailed in the Technical Section as well as to provide a 3 year strategic audit plan as a functional requirement.

16.2 ADDITIONAL CONDITIONS

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

16.2.2 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.

16.2.3 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

16.2.4 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.

16.2.5 No faxed, electronic, or late documents shall be accepted.

17. TECHNICAL SPECIFICATIONS

17.1 REQUEST FOR PROPOSAL

Location for UNIVEN:

Mphephu Drive, Opposite
Khoroni Hotel
Thohoyandou
0950

Hours of Operation

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

17.2 CONTRACTUAL TERMS AND CONDITIONS

CONTRACT PERIOD AND RENEWAL

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

17.3 INTRODUCTION

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

UNIVEN seeks to appoint a pro-active Internal Audit Service Provider that is independent, has experience in performance auditing, audit of performance objectives, forensic auditing, makes use of leading internal audit methodologies and techniques and can function at an executive level.

17.4 ROLE AND OBJECTIVE OF THE INTERNAL AUDIT

Internal Audit should be an independent and objective assurance and consulting activity within UNIVEN designed to add value and improve the organization's operations. It should assist UNIVEN to accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The objective of this tender is to appoint a suitable independent Internal Audit Service Provider that can maintain and support an appropriate Internal Audit Service to the Accounting Authority and Management of the UNIVEN and should have an effective Internal Audit function which should also comply with the Institute of Internal Auditors (IIA) standards. The Internal Audit function should assist the UNIVEN to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management control and governance processes.

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

- Internal 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 safeguarding of assets
- The economical and efficient use of resources
- Achievement of established operational goals and objectives
- Compliance with laws and regulation
- Participating as an assurance provider in the Combined Assurance activity
- Assisting the Audit and Risk Committee in discharging their responsibilities
- Performing ad-hoc engagements as required by the Executive Management of Univen or the Council.

17.5 ROLE AND SCOPE OF INTERNAL AUDIT WORK

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

17.5.1 Role of Internal Audit

An effective internal audit function should provide amongst others for the following:

- Assurance that the management processes are adequate to identify and monitor risks.
- Confirmation of the adequacy and effective operation of the established system of internal control.
- Confirmation that processes for feedback on risk management and internal control operate effectively.
- Objective confirmation that UNIVEN receives the right quality of assurance and information from management and that this information is reliable.

17.5.2 The scope of the Internal Audit Service to be provided should include the following:

It is required of the service provider to:

- Assist the Vice Chancellor in maintaining effective and efficient operational and financial controls by evaluating those controls to determine their adequacy and effectiveness and develop recommendations for enhancement and improvement. The standards to evaluate such controls should encompass:
 - Reviewing the reliability and integrity of financial and operating information
 - Reviewing the systems established by management to ensure compliance with policies, plans, procedures, laws and regulations
 - Review the means of safeguarding assets and verifying the existence of assets.
 - Review resources are effectively deployed.
 - Reviewing operations or programmes to ascertain whether the results are consistent with established objectives and goals.
- Reviewing Information and Communication Technology (ICT) general and application controls
- Review performance measures and the process to establish collation of information regarding its performance against predetermined objectives that will form part of UNIVEN's annual report that must indicate to what extent UNIVEN have reached the objectives as set out in the Annual Performance Plan or Strategic plan.

17.6 SPECIFIC DELIVERABLES REQUIRED OF THE SERVICE PROVIDER

The internal audit service provider is required to report to the Director Internal Audit and Risk. The internal audit service will be a co-sourced function. The internal audit service provider should conduct internal audits and prepare reports in consultation with and for the approval of the Director Internal Audit and Risk:

- Review and update Internal Audit Charter.
- Review and update Audit Committee Terms of Reference
- Prepare a three-year rolling strategic internal audit plan.
- The annual operational internal audit plans for each year of the rolling 3-year strategic internal audit plan.
 - A working document regarding the procedures of executing administrative duties pertaining to the internal audit function should be compiled by the service provider at the end of each year.
 - Recommendations for the enhancement or improvement of the processes through which objectives are set, communicated, monitored, measured, and reported.

- Adequate resources with the necessary skills to perform the annual operational audit plan as agreed with the Director Internal Audit and Risk.
- Quarterly reports to the Audit & Risk Committee detailing each performance against the annual internal audit plan.
- Perform audit assignments that external auditors can rely on.
- Perform adhoc assignments as requested by the Vice Chancellor, Audit & Risk Committee or Council.

17.7 ADDITIONAL REQUIREMENTS

17.7.1 Quality Assurance

The service provider shall ensure that all work conforms to the Standards for the Professional Practice of Internal Auditing as specified by the Institute of Internal Auditors.

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 Auditor General of South Africa.

17.8 Timing of assignments

17.8.1 The successful Service Provider shall resume work when appointed.

17.9 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.

17.10 Reporting Requirements.

It will be expected of the service provider to meet monthly with the Director Internal and 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.

All reports issued by the service provider should be made available to audit committee members through the Director Internal Audit and Risk in an electronic format.

17.11 Audit Team

- Key personnel cannot be withdrawn / replaced from the project during the currency of the contract without the written consent of the Director Internal Audit and Risk.

17.12 Working Papers

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

- Internal audit files and working papers as well as any developed methodologies remains the property of UNIVEN and should be stored on UNIVEN premises.
- Internal audit files and working papers must be made available to the external auditor.
- Access to internal audit files and working papers should be restricted to authorized staff and should be dealt with in a confidential way in accordance with the internal audit charter.

17.13 APPOINTMENT, COMMENCEMENT AND DURATION

17.13.1 The successful bidder will be appointed for a period of three and half years. The financial year-end for UNIVEN is December. It is expected from the service provider to complete all internal audit assignments for the current financial year by no later than two months after year end. The successful bidder will be appointed for the second half of the 2022 financial year of the University with annual performance review by Audit and Risk Committee with a final audit of 2025 financial year.

17.14 PACKAGED APPROACH

17.14.1 UNIVEN would prefer to conclude an agreement with a Bidder who is able to provide a complete internal audit service. The successful Bidder will always be expected to be 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.

17.15 FEES AND PAYMENT

17.15.1 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 audit conducted on behalf of the Auditor General as applicable at that specific time.

17.16 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

18. EVALUATION PROCEDURES

18.1. METHODOLOGY

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

Phase 1: Pre-qualification check

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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 BBEE 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 take into account 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 functionality 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.

Step 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.

Step 2 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

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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 providers and may request presentations from short-listed Service providers.
- 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.

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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.

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The Point's breakdown is as indicated below:

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
Reference letters of projects completed from previous/current client confirming contract, value of contract, contract period and recommendation.	15		
<p>Company References: Provide three (3) contactable references that are not older than three years. Evidence of prior experience in providing internal audit services in accordance with the Standards for the Professional Practice of Internal Auditing as published by the Institute of Internal Auditors.</p> <p>Additional 5 points if company provides similar services to Tertiary Education Institutions in South Africa</p> <ul style="list-style-type: none"> • 3 Contactable references verified = (10 points) • 2 Contactable references verified = (5 points) • 1 Contactable reference verified = (2 points) 			
Track Record and Experience of Firm in Internal Audit	10		
<p>Bidders are to indicate the years of demonstrable experience of the audit partner:</p> <ul style="list-style-type: none"> • Relevant experience greater than 10 years = (10 points) • Relevant experience between 5 and 9 years = (5 points) 			
Expertise of Staff to be placed on this project.	30		
<p>Evidence of the proposed teams experience, skills and qualifications and at least for the following levels:</p> <p>Relevant Professional/Qualification by Key Resources dedicated to the University.</p> <p>Lead partner: CA and registered Auditor</p> <ul style="list-style-type: none"> • More than 5 years' experience in auditing in higher education sector=10 • 4 years =8 • 3 years =6 • 2 years and below =0 <p>Audit Partner: CA and registered Auditor</p> <ul style="list-style-type: none"> • More than 5 years' experience in auditing in higher education sector=10 points • 4 years =8 			

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- 3 years=6
- 2 below and =0

Manager: CIA

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

Assistant Manager: GIA (General Internal Auditor) and in the process of completing Certified Internal Auditor (CIA)

- 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 GIA and in the processing of completing part 1 of CIA exams=5 points
- Third years trainee with IAT (Internal Audit Technician) =4 points
- Third year trainee with a BCom Internal Audit and in the process of completing IAT =3
- First and Second year trainees – with NDip Internal Auditing in the processing of completing IAT exams=2 points
- First and Second year trainees – with NDip Internal Audit=1 point
- First and Second year trainees with BCom degree=1 point

Provision of 3-year Strategic Internal Audit Plan 20 points

- Provide a 3 year strategic internal audit plan

Local Office	15		
<ul style="list-style-type: none"> • Provide proof of local office – Limpopo (lease agreement or utility bill) 			

Professional Membership (SAICA, IASA or any other recognizable accounting or auditing body)	10		
Valid and current proof of Professional Membership			

Evaluation Criteria

- The total (100%) score is 80 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

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A	
TOTAL	
% score	
RECOMMENDATION	

FOR OFFICE USE

AUXILIARY REQUIREMENTS

19. 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 Education Institution references are provided.

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

3 Positive References = 10 points 2 Positive References = 5 points 1 Positive Reference = 0 points Additional points Tertiary Institution Positive References = 5 points			Maximum 15 points
Company /University Name	Contact Name	Contact Number	
1.			
2.			
3.			

Company years of experience in providing similar service (Internal Audit). (Attach Company Profile)	Maximum 10 points
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 30 points
Team Position	Member	Years Experience	Of	Highest Qualification

Attach Summarised CV's and certified copies of qualification (not older than 3 months) to Annexure B

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

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Local Infrastructure	Maximum 15 points
Proof of Local Infrastructure - Located within the Limpopo Municipality	Attach proof to Annexure C
Provision of 3 year Strategic Internal Audit Plan	Maximum 20 points
Attach Valid Proof	Attach proof to Annexure D

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

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

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)

1st POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing internal audit services in accordance with Standards for the Professional Practice of Internal Auditing as published by the institute of Internal Auditors. Evidence of the firm providing internal audit services to the tertiary institutions.

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

ANNEXURE A2 (Capability, Experience and Capacity)

2ND POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing internal audit services in accordance with the Standards for the Professional Practice of Internal Auditing as published by the institute of Internal Auditors. Evidence of the firm providing internal audit services to the tertiary institutions.

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

ANNEXURE A3 (Capability, Experience and Capacity)

3RD POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing internal audit services in accordance with the Standards for the Professional Practice of Internal Auditing as published by the institute of Internal Auditors. Evidence of the firm providing internal 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 named and professional membership held. At a minimum, full details 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, IIASA 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 audits conducted on behalf of the Auditor General as applicable from time to time.
- All assumptions made in drawing the budget, including all cost factors such as disbursements, subsistence and traveling must be detailed.
- The service provider should include a breakdown of the hourly tariff applicable for any ad hoc projects that may be requested.
- 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 (Incl of VAT)	Year 2 (Incl of VAT)	Year 3 (Incl VAT)	6 Months (Incl Vat)
Total Cost Per Year for the entire assignment	R			
Total for the 3 Year Contract (Incl VAT)		R		

- It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work.
- 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 Hourly Rate	Year 3 Hourly Rate	6 Months Hourly Rate
Engagement Partner	R			
Partner	R			
Senior Manager	R			
Manager	R			
Assistant manager	R			
Supervisor	R			
Senior Auditor	R			
Trainee Auditor	R			
Specialists (E.g. Tax, Technical, etc.)	R			
Total Cost per item	R			

- 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
Engagement Partner	%
Partner	%

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Senior Manager	%
Manager	%
Assistant manager	%
Supervisor	%
Senior Internal Auditor	%
Trainee Internal 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				
CIPRO Registration number				
VAT registration number				
UIF registration number				
Official telephone number		()		
Official fax number		()		
E-mail Address				
Physical Address				
		Code		
Official Postal Address				
		Code		

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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		
Audi	Full Name		

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

	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:

Additional Information 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	Internal 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	Reprimands/ Warning	Response attached to Appendix E
Appendix E	Organogram	Response attached to Appendix F
Appendix F	Proof of EXTERNAL QUALITY ASSURANCE REVIEW	Response attached to Appendix G
Appendix G	Tax clearance certification	Response attached to Appendix I
Appendix I	BBBEE certification	Response attached to Appendix J

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

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: VC/01/2022

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

Internal Audit Methodology

Tick box

Document for submission



Methodology and approach to perform the internal 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 internal 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 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 E

Organogram

Tick box

☐

Document for submission

Provide an organogram of the service provider

Appendix F

Proof of EXTERNAL QUALITY ASSURANCE REVIEW

Tick box

Document for submission

☐

Proof of an External Quality Assurance Reviews having been conducted with positive results, if not reasons should be provided as to why no EXTERNAL QUALITY ASSURANCE REVIEW conducted or in cases where the results of the EXTERNAL QUALITY ASSURANCE REVIEW were unsatisfactory

Appendix G

Approach and Methodology

Tick box

☐

Document for submission

Attach Approach and Methodology

Appendix H

Tax Clearance SARS PIN

Tick box

Document for submission

☐

Please ensure that the Tax clearance certificate is valid and certified if it is not an original copy

Appendix I

BBBEE Certification/If applicable

Tick box

Document for submission

☐

Please supply a valid BBBEE certificate

Appendix J

Annual Financial Statements

Tick box

Document for submission

☐

Please ensure that the Annual financial statements falls within 12 months, i.e. (most recent not older than 12 months) and that they are certified

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

<u>Tick box</u>	<u>Document for submission</u>
<input type="checkbox"/>	Please ensure SBD 4: Declaration fully signed and attached

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
.....

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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.

¹"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.

²"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:

.....

.....

.....

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

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

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

(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 / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

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

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

2.9.1If 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

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

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>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

4.2.1	If so, furnish particulars:		
4.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	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?	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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

SBD 9

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 or not affiliated with the bidder, who:

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

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 consortium³ 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.

³ 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

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

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

Ibeing 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 theday of20.....

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 #:

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:

COMPANY STAMP

--

REQUEST FOR PROPOSAL ON PROVISION OF INTERNAL AUDIT SERVICES FOR THE UNIVERSITY OF VENDA