



University of Venda
Creating Future Leaders

BID SPECIFICATION

PROJECT DESCRIPTION:

REQUEST FOR PROPOSAL FOR A PANEL OF THREE SERVICE PROVIDERS OF FORENSIC AUDIT SERVICES WHEN SERVICE IS REQUIRED FOR THREE YEARS: UNIVERSITY OF VENDA

TENDER NO: VC/02/2023

FOR MORE INFORMATION:

EMAIL: univen.tenders@univen.ac.za

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

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

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE #
1	Tender Notification	3
2	Background & Introduction	4
3	Company Details	5
5	Mandatory	6
6	Submissions	11
	Scope of work and deliverables	
7	Technical Characteristics	11
8	Evaluation Procedure and basis for selection	16
9	Annexure A to E	24
10	Pricing Schedule	34
11	Document Submission	39
12	Conflict of Interest Declaration	67
13	Sworn Statement	69

1. Tender Notice & Invitation to Tender

Companies fully accredited to provide Forensic Audit and Investigative 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 R650.00 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: Univen.tenders@univen.ac.za

2. Background & Introduction and Objectives

UNIVEN seeks to appoint a panel of three (3) reputable Registered Audit Firms to provide forensic audit and investigative services to the University for a period of 3 years.

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.

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

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	Kindly Indicate Page No
1	Fully Initialled & Completed all tender document pages and sign where necessary			
2	Board Resolution: Certificate for authority for signature			
3	Signed JV Agreement (where applicable)			
4	Comprehensive Company Profile, Organogram, Vision, Mission and Values.			
5	Valid SARS Tax Pin			
6	Valid Certified ID Copies of all Company Directors within 3 months old from date of closure.			
7	Proof of Business Address (municipality bill or lease agreement with physically address)			
8	Bank Account Confirmation Letter			
9	CSD Detailed /registration report reflecting a date of two weeks before the closing date of the tender			
10	Signed Declaration of Interest			
11	Proof of Tender Document Purchase			
12	Financial details, recent 3 years (2020/2021, 2022&2023) Audited financial statements and bank references. If the company is required by law to be audited, we need audited annual financial statements for the past 12 months or audited financial statements since the establishment of the company if the company was established during the past 3 years. If the company is not required by law to be audited, please provide us with a letter from a registered accountant stating that you are not required to be audited and the reasons thereof.			
13	Completion of the Standard Bidding Forms (SBD 4)			
14	Forensic Investigation and/or Audit Methodology and approach			
15	Completion of Appendix (Reprimands/Warnings)			
16	Proof of EXTERNAL QUALITY ASSURANCE REVIEW			
17	Proof of Professional Indemnity insurance (R10 000 000)			

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 (3) 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 management. 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 univen.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 forensic 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 forensic audit and/or investigation methodology 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 cover 2024, 2025 and 2026 financial years and will be subject to an annual review by the University's management.

17.3 INTRODUCTION

UNIVEN's objective for this RFP is to solicit proposals from suitable independent Forensic Audit Service Providers that are capable and willing to provide a comprehensive and appropriate

Forensic Audit and investigation Service to UNIVEN in accordance with the applicable legislative prescripts.

UNIVEN seeks to appoint a panel of pro-active Forensic Audit and Investigation Service Providers that is independent, has experience in conducting a range of forensic audits and investigations while making use of leading forensic audit methodologies, technologies and techniques and can function at an executive level.

17.4 ROLE AND OBJECTIVE OF FORENSIC AUDIT

The Forensic Audit and Investigator is responsible for investigating allegations of fraud, corruption, and maladministration as channelled to them from the office of the Director Internal Audit and Risk.

The objective of this tender is to appoint a panel of suitable independent Forensic Audit and Investigation Service Providers that can maintain and support an appropriate Forensic Audit Service to the Accounting Authority and Management of the UNIVEN which should also comply with the Association of Certified Fraud Examiners (ACFE) standards.

Some of the duties expected of the panel of service providers are:

- Conducting of forensic investigations into the mismanagement of university resources, policies, services and activities.
- Provide inputs into the university developed fraud policy framework, whistle blowing framework and lifestyle audit framework of the university
- Receive and assess complaints, whistle blower reports as referred from the Internal Audit and Risk office;
- Determine the knowledge, skills, resources and disciplines needed to carry out the investigation

17.5 ROLE AND SCOPE OF FORENSIC AUDIT WORK

To invite proposals from registered forensic audit firms and consulting firms for the rendering of Forensic Audit Services for the University of Venda.

17.5.1 Role of Forensic Audit

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

- to look into possible suspicions of fraudulent activity within the institution;
- provide services in areas such as accounting, damages, analysis of data, valuation, and general consulting.

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

It is required of the panel of service providers to:

- Plan, execute and co-ordinate the investigation with relevant role-players in line with Forensic Audit Guidelines and methodology
- Independently conduct investigations into vulnerabilities to, and potential instances of, fraud or corruption committed
- Collects, analyses, and synthesises evidence in multiple formats to establish patterns of suspected fraud or corruption.
- Prepares and coordinates forensic work either as a specialised area of focus and or as a forensic audit team leader
- Prepares documentation for referral to appropriate law enforcement organisations
- Prepares and reviews audit reports for tabling at Audit and Risk Committee.
- Provide clients with a proposed plan of action to address causes of fraud and corruption as identified during investigations and fraud risk assessments.
- Monitor actions taken against perpetrators and initiate the recovery of losses.

17.6 SPECIFIC DELIVERABLES REQUIRED OF THE SERVICE PROVIDER

The forensic audit service provider is required to report to the Director Internal Audit and Risk. The forensic audit service provider should conduct audits/investigations and prepare reports in consultation with and for the approval of the Director Internal Audit and Risk:

- Assist in the development and implementation of an Anti-Fraud Risk framework.
- Assist in conducting anti-fraud awareness campaigns
- Investigate all allegations of fraud and corruption allocated from the office of the Internal Audit and Risk Directorate
- Identify fraud risks and patterns identified during the investigation
- Compile reports on the findings of investigations and recommend appropriate actions
- Maintain record of all cases allocated for investigation
- Continuously update the case register on the progress of investigation
- Support the training of university officials and managers in systems and procedures
- Provide support on all anti-fraud related matters to stakeholders
- Compile accurate reports related to the role timeously
- Recommendations for the enhancement or improvement of the processes through which objectives are set, communicated, monitored, measured, and reported.

17.7 ADDITIONAL REQUIREMENTS

17.7.1 Special requests

The service provider shall ensure that all work conforms to the ACFE standards and may be called upon to perform ad hoc assignments as requested by the Vice Chancellor, Audit & Risk Committee or Council.

All procedures and working papers must be made available on request within one week (7 days), to UNIVEN management.

17.8 Timing of assignments

17.8.1 The successful panel of Service Providers shall resume work when appointed.

17.9 Independence and objectivity of Forensic 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 bi-weekly 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 Forensic 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:

- Forensic audit reports remain the property of UNIVEN and should be stored on UNIVEN premises.
- Access to audit and investigation files and working papers should be restricted to authorized staff and should be dealt with in a confidential way.

17.13 APPOINTMENT, COMMENCEMENT AND DURATION

17.13.1 The successful bidder will be appointed for a period of three years. The financial year-end for UNIVEN is December. The successful panel of bidders will be appointed from the beginning of the 2024 financial year of the University with annual performance review conducted by Univen management with a final year of 2026 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 forensic audit and accounting 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

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 Specific goal 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.

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

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 specific goal status level of contribution* where 20 points will be awarded to a proposer for attaining the specific goal, and lower points will be awarded to proposer with lower specific goals as per table below:

Note: *Non-compliant contributors* or failure to provide *certification* substantiating the specific goal 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.

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

All proposals submitted will be evaluated on three categories:

(i) **Functionality (technical content)**

(ii) **Price**

(iii) **Rating of Company as per specific goal**

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 specific goal criteria.

FOR specific goal evaluation: Kindly submit as indicated on the specific goal table.

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm
Black People	6	CSD report and copy of company CIPC registration certificate	
Women	4	CSD report	
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status	
Youth	3	CSD report	
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months)	
Total score	20		

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

Functionality points will be scored and allocated by UNIVEN according to table below
The Point's breakdown is as indicated below:

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
CONTACTABLE Reference letters of projects completed from previous/current client confirming contract, value of contract, contract period and recommendation.	20		
<p>Company References: Provide three (3) contactable references that are not older than three years. Evidence of prior experience in providing forensic accounting and audit services in accordance with the SA Forensic Accountant Practice Standards.</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 = (15 points) • 2 Contactable references verified = (10 points) • 1 Contactable reference verified = (5 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 equal to or more 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: CFP / CFE / 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: CFP / CFE / CA and registered Auditor</p>			

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

- 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: CFE / CFP with completed Postgraduate qualification in Auditing / Forensic Auditing

- 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: CFP (Commercial Forensic Practitioner) and in the process of obtaining Postgraduate Diploma in Auditing / Forensic Auditing

- 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 BCom Accounting / Law/ Forensic Auditing and in the process of obtaining CFE =5 points
- Third years trainee with BCom Accounting / Law / Forensic Auditing =4 points
- Second year trainee with a BCom Accounting / Auditing =3
- First and Second year trainees – with NDip Forensic or Internal Auditing in the process of CFE / CFP =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 a forensic audit and investigation methodology 20 points

- Provide a forensic audit and investigation methodology

Professional Membership (SAICA, IIASA, ICFP, ACFE or any other recognizable accounting or auditing body	20		
Valid and current proof of Professional Membership			

Evaluation Criteria

- The total (100%)
- 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

FOR OFFICE USE ONLY	
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 FORENSIC AUDIT SERVICES FOR THE UNIVERSITY OF VENDA

3 Positive References	= 10 points	Maximum 20 points
2 Positive References	= 5 points	
1 Positive Reference	= 0 points	
Additional points Tertiary Institution Positive References	= 5 points	

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

Company years of experience in providing similar services (Forensic 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																					
<table border="1"> <thead> <tr> <th>Team Member Position</th> <th>Years Of Experience</th> <th>Highest Qualification</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Team Member Position	Years Of Experience	Highest Qualification																			Attach Summarised CV's and certified copies of qualification (not older than 3 months) to Annexure B
Team Member Position	Years Of Experience	Highest Qualification																				

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

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Provision of Forensic Audit and investigation methodology	Maximum 20 points
Attach Valid Proof	Attach proof to Annexure D

Professional Membership (SAICA, IIASA, ACFE, ICFP or any other recognizable accounting or auditing body)	Maximum 20 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 forensic audit services in accordance with Forensic Accountant Practice Standards as published by the ACFE SA. Evidence of the firm providing forensic 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

accordance

Evidence of prior experience in providing forensic audit services in with the Forensic Accountant Practice Standards as published by the ACFE SA. Evidence of the firm providing forensic audit services to the tertiary institutions.

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

3RD POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



accordance

Evidence of prior experience in providing forensic audit services in with the Forensic Accountant Practice Standards as published by the ACFE SA. Evidence of the firm providing forensic 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, ACFE, ICFP 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)
Total Cost Per Year for the entire assignment	R		
Total for the 3 Year Contract (Incl VAT)			

- It is understood that forensic audits are based on hourly rates and that budgets are compiled once the appointed service provider 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
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	%
Senior Manager	%
Manager	%

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

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
Director / Member (1)	Full Names and Surname		
	Position in company/ proposer		
	ID No.		Income

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

					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.

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

	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	Forensic Audit and investigation 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	CSD Registration report	Response attached to Appendix J
Appendix J	Financial Statements	Response attached to Appendix K

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

Appendix K	Resolution (Statement of Proxy)	Response attached to Appendix L
Appendix L	SBD 4	Response attached to Appendix M

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

Forensic Audit Methodology

Tick box

Document for submission



Methodology and approach to perform the forensic 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 investigation or 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

CSD Registration report

Tick box

Document for submission

Please supply a CSD REPORT

Appendix J

Annual Financial Statements

Tick box



months, i.e.

Document for submission

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

Appendix K

Board Resolution (Statement of Proxy)

Tick box

Document for submission



who

Include Board resolution for delegation of authority.

NB The following proof MUST be produced: Proof that the person

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

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:



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

² 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.

contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder