



military veterans

Department:
Military Veterans
REPUBLIC OF SOUTH AFRICA

PRIVATE BAG X943 PRETORIA 0001; 328 FESTIVAL STREET HATFIELD PRETORIA 0083

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF MILITARY VETERANS

RFQ NO: DMV/BID/001/2020

CLOSING DATE & TIME: 10 MARCH 2021 AT 11:00AM

DESCRIPTION: APPOINTMENT OF SUITABLE QUALIFIED SERVICE PROVIDERS TO PROVIDE SUPPORT TO INTERNAL AUDIT UNIT FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS.

ALL REQUEST FOR QUOTATIONS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish the department with the bid proposal for goods shown on the attached forms
2. Attached please find :

Cover page	Page 1
2.1 Invitation to Bid (SBD1)	Page 2-3
2.2 Conditions of Bid	Page 4-7
2.3 Notice to Bidders regarding completion of bidding forms	Page 8
2.4 Authority to sign the Standard Bidding Document (SBD's) on behalf of an entity	Page 9
2.5 Pricing Schedule (SBD 3.3)	Page 10-11
2.6 Declaration of Interest (SBD 4)	Page 12-15
2.7 Preferential Point Claim for (SBD6.1)	Page 16-20
2.8 Declaration of Bidder's past Supply Chain Management Practices (SBD 8)	Page 21-22
2.9 Certificate of Independent Bid Declaration (SBD 9)	Page 23-26
2.10 Terms of Reference General Conditions of Contract (GCC)	Page 27-43
3. The attached forms must be completed in details and returned with your proposal. Failure to comply will result to your proposal being disqualified. Each bid document must be submitted in a separate sealed envelope stipulating the name and address of the bidder, the bid number and closing date.
4. Bid documents must be deposited into tender box situated at the Department of Military Veterans at the following address:

**Department of Military Veterans,
328 Festival Street,
Ground floor,
Hatfield**
5. Bid documents which are not inside the tender box on the closing date and time will not be considered.

Yours Faithfully

Ms N. Mqadi
Deputy Director: Supply Chain Management
Date: 29 January 2021

**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF MILITARY VETERANS

BID NUMBER:	DMV/BID/001//2020	CLOSING DATE:	10 MARCH 2021	CLOSING TIME:	11:00 AM
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

328 Festival Street
Ground Floor
Hatfield
0083

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

TCS PIN:		OR	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B
TERMS AND CONDITIONS FOR BIDDING

SBD1

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Conditions of Bid

(NB: Only DMV conditions provided in this document will be applicable, no bidders' conditions will be considered/accepted)

1. BACKGROUND AND INTRODUCTORY PROVISIONS

- 1.1 Department of Military Veterans seeks to appoint a suitable qualified services to provide support to internal audit unit for a period of three (3) within the department of military veterans.

2. OFFER AND SPECIAL CONDITIONS

- 2.1 Bidders must submit a completed and signed Invitation to Bid form (SBD1) and required bid forms attached with its bid. Bidders must take careful note of the special conditions.
- 2.2 All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed and signed where required (failure to submit complete document may lead to disqualification).

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

- 3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.
- 3.3 All bids must be deposited in the bid box before the closing time and date stipulated above, at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

- 4.1 Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.
- 4.2 All enquiries/clarification seeking must be done in writing to email address provided.

5. PRICING

- 5.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as which completed form/s must be submitted together with the bid documents.
- 5.2 Pricing must be stipulated inclusive of Value Added Tax (VAT).
- 5.4 It is mandatory that bidders provide their total bid price on Invitation to bid form (SBD 1), on Pricing Schedule form (SBD 3. 3). NB: Only prices provided in these forms will be considered by the Department of Military Veterans, bidders may attach their price breakdown but the total price should not be different from the price provided in SBD 1 and SBD 3.3.

6. TAX COMPLIANT

- 6.1 DMV will verify bidders Tax Compliant Status on CSD and/or through E-filing using a PIN issued by SARS. Bids received from bidders with non-compliant tax status may be disqualified with failure to update the tax status within 7 days to compliant tax status. If the bidder is found to be non-compliant

during the time of award and fail to update the tax status within 7 days to compliant tax status, such bidder will be disqualified and the bidder who scored the second highest points will be recommended.

7. DECLARATION OF INTEREST

- 7.1 The bidder should submit a duly completed and signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached with bid documentation.

8. PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2017.

- 8.1 The bidder must complete the preferential points claim form (SBD 6.1) and sign accordingly to submit with the bid. The preferential points claim form is attached with bid documentation.

9. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 9.1 The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices (SBD 8) is attached with bid documentation.

10. CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 10.1 The bidder must complete the certificate of independent bid determination and sign accordingly to submit with the bid. The certificate of independent bid determination (SBD 9) is attached with bid documentation.

11. PARTNERSHIPS AND LEGAL ENTITIES

- 11.1 In the case of the bidder being a partnership all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid.

12. CONSORTIUM / JOINT VENTURE

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
- 12.2.1 It shall be signed so as to be legally binding on all consortium members;
 - 12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
 - 12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the DMV and receive instructions for and on behalf of any and all the members of the consortium;
 - 12.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
 - 12.2.5 The lead member must comply with all the requirements of the bid.
 - 12.2.6 Preference points will be only awarded when a consolidated BBBEE Certificate is submitted

13. VALIDITY

- 13.1 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of (90) calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

14. ACCEPTANCE OF BIDS

The DMV does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

- 14.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the DMV. The DMV reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- 14.2 The DMV, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

15. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 15.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the DMV.
- 15.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

16. ACCURACY OF INFORMATION

- 16.1 The information contained in the invitation to bid has been prepared in good faith. The DMV nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 16.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

17. COMPETITION

- 17.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 17.2 In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.

- 17.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting a response.
- 17.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

18. RESERVATION OF RIGHTS

- 18.1 Without limitation to any other rights of the DMV (whether otherwise reserved in this invitation to bid or under law), the DMV expressly reserves the right to: -
- 18.1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
- 18.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 18.1.3 Reject all responses submitted by bidders and to embark on a new bid process;
- 18.1.4 The Department may request the shortlisted bidders to present their proposals to the Bid Committee;
- 18.1.6 To verify information provided for references to claim points;
- 18.1.7 To disqualify any tender/bidder who misrepresented information to claim points and
- 18.1.8 DMV will verify bidders Tax Compliant Status on CSD, if the bidder is found to be non-compliant during the time of award and fail to update the tax status within 7 days to compliant tax status, such bidder will be disqualified and the bidder who scored the second highest points will be recommended.

19. PRE –QUALIFICATION REQUIREMENTS

- 19.1 Bid Document - All pages must be completed and signed (where signature is applicable) by the Bidder
- 19.2 Invitation to bid must be Completed and signed (SBD 1)
- 19.3 Pricing Schedules must be fully completed and signed (SBD 3.3)
- 19.4 Declaration of Interest must be fully completed and signed (SBD 4)
- 19.6 Declaration of Bidder's Past Supply Chain Management Practices must be fully completed and signed (SBD 8)
- 19.7 Certificate of Bid Determination must be fully completed and signed (SBD 9)
- 19.8 JV or Consortium Agreement where applicable must be attached
- 19.9 Proof of Authorization to sign the bid document on behalf of the entity must be attached.

NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE DMV SUPPLY CHAIN MANAGEMENT POLICY, PREFERENTIAL PROCUREMENT REGULATIONS 2017 AND THE GENERAL CONDITIONS OF CONTRACT.

1. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
2. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
3. Bids submitted must be complete in all respects.
4. Bids shall be lodged at the address indicated not later than the closing time and date specified for their receipt, and in accordance with the directives in the bid documents.
5. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
6. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time and date of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, to ascertain bid number.
7. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
8. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid document, and proof of posting will not be accepted as proof of delivery.
9. No bid submitted by telefax, telegraphic or other electronic means will be considered.
10. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
11. Any alteration made by the bidder must be initialed.
12. Use of correcting fluid is prohibited.
13. Bids will be opened in public as soon as practicable after the closing time of bid.
14. Where practical, total bid prices are made public at the time of opening bids.

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBDs) ON BEHALF OF AN ENTITY.

Only authorized signatories may sign the original and all copies of the bid offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a bid, this shall be clearly stated.

In case of a **COMPANY** submitting a bid, include a copy of **a resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSE CORPORATION** submitting a bid, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a bid, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a bid, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

NB// Accept that failure to submit proof of Authorization to sign the bid document shall result in a Bid Offer being regarded as non-responsive.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: DMV/BID/001/2020
CLOSING TIME 11:00AM	CLOSING DATE: 10 March 2021

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED R.....
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1. The accompanying information must be used for the formulation of proposals.
2. Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof)

RESOURCE AND/OR POSITION	UNIT OF MEASURE	HOURLY RATE	QUANTITY	TOTAL COST
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....
	Hourly	R.....		R.....

NB// Bidders are advised to indicate a total cost breakdown for this project:

The Financial proposal should cover for all project activities as per the Terms of References (TOR), including VAT and all other costs applicable.

3. Period required for commencement with project after acceptance of bid
4. Are the rates quoted firm for the full period of contract? *YES/NO
5. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

Department of Military Veterans

Contact Person: Ms Tinyiko Mkhabela

Email Address: Tinyiko.mkhabela@dmv.gov.za or quotations@dmv.gov.za

Tel: 012 765 9451

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

*"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 presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
Name of state institution to which the person is connected:
Position occupied in the state institution:

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

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

2.7.3 If so, furnish particulars:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / 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**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, 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? **YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

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

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[Tick applicable box]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[Tick applicable box]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES	
1.
2.

	SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS

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 supply chain management system.
- 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	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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:		

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

SBD 9

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

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



military veterans

Department:
Military Veterans
REPUBLIC OF SOUTH AFRICA

Private Bag X 943 Pretoria 0001 328 Festival Street Hatfield

TERMS OF REFERENCE (“TOR”)

**Department of Military Veterans
 (“DMV”)**

TERMS OF REFERENCE: REQUEST FOR PROPOSALS (RFP) FROM SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE SUPPORT TO INTERNAL AUDIT UNIT FOR A PERIOD OF **THREE YEARS (3)** WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).

1. BACKGROUND OF THE BID

The DMV seeks to appoint a reputable service provider to provide support in internal audit services to the department.

DMV is required in terms of section 38(1)(a)-(n) of the PFMA to have and maintain effective, efficient and transparent systems of financial and risk management and internal control as well as an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

The PFMA further states that the Accounting Officer for a Department is responsible for effective, efficient, economical and transparent use of the resources of the department.

To ensure that effective, efficient and transparent systems of financial and risk management and internal control are addressed, the Accounting Officer and members of the Audit Committee recommended that, due to current capacity limitations, the DMV must appoint a competent, professional, suitably qualified and experienced service provider for a period of **three years (3)** to provide support to the DMV internal audit services.

Currently the department has two officials in the Internal Audit unit and due to the audit requirements, the current capacity is not sufficient to provide the necessary assurance to the risk areas of the the department. A proposed structure lobbies for the additional capacity of 8 internal auditors to ensure reasonable audit coverage.

This document sets out clear specifications, the necessary skills and expertise required in terms of which the contract will be awarded.

The department intends to co-source the service, noting that there is an internal audit unit established in the department. The existing unit will therefore oversee performance of the service provider.

2. PURPOSE

2.1 The purpose of appointment of a service provider will be to bridge the capacity gap within the internal audit unit. This will be achieved through performance of internal audit services

3. SCOPE OF WORK

To assist the DMV in conducting internal audit activities, the successful bidder would be required to provide documentary proof, perform the following responsibilities and have proven experience in the following fields:

- 3.1 The review of the adequacy and effectiveness of the system of internal controls and recommend improvements to ensure that the department complies with all the policies and procedures, the requirements of the Public Finance Management Act (PFMA) and associated legislation as well the principles of good corporate governance.
- 3.2 The review of the current systems of asset management and recommend robust, effective and efficient systems of asset management, and the maintenance of these systems.
- 3.3 The review of the adequacy and effectiveness of the IT risk management and governance strategy and recommend improvements to meet best practices.

- 3.4 Assist in the improvement of operations proposed in the DMV's corporate or strategic plan and effectiveness of its risk management strategy through risk based audits which are in line with Institute of Internal Auditors (IIA) standards
- 3.5 Assist in the development and execution of the Risk based Internal Audit Plans (Three year Rolling and Annual Audit plans)
- 3.6 It is a requirement for the Professional Service Provider to clearly indicate that it has the skills and capacity to conduct detailed audits in, but not limited to the following:
 - 3.6.1 Regularity audits including financial, compliance, cyclical audits
 - 3.6.2 Data analytics
 - 3.6.3 Predetermined objectives / performance information
 - 3.6.4 ICT audit
 - 3.6.5 Annual Financial Statements
 - 3.6.6 Annual performance report
 - 3.6.7 Transfer payments
 - 3.6.8 Interim financial statements
 - 3.6.9 Asset management
 - 3.6.10 Procurement and contract management
 - 3.6.11 Education / bursaries
 - 3.6.12 Skills development
 - 3.6.13 Burial claims
 - 3.6.14 Adhoc assignments and reporting
- 3.7 Assist in compilation of audit engagement letters indicating the objectives, scope, cost, timelines and resources assigned to audits in the annual internal audit plan
- 3.8 Provide advice on governance
- 3.9 Communicate audit findings to management and ensure that they are fully aware of the implications on the departmental operations
- 3.10 Escalate any unresolved control deficiencies with management to the Chief Audit Executive for intervention
- 3.11 Provide final reports with recommendations to Chief Audit Executive
- 3.12 Attend Audit Committee meetings with Chief Audit Executive and audit team in support of audit issues to be discussed
- 3.13 Provide audit file containing folders with all audit steps as stipulated in the audit process by the standards for the Professional practice of internal auditing.
- 3.14 Quality assure all deliverables to ensure that audit engagements are in line with the audit methodology and IIA standards and that quality deliverables are produced.
- 3.15 Transfer skills to the in-house staff through on-the-job training, formal training and mentorship
- 3.16 Provide input into the development and/or review of the internal audit strategy documents
- 3.17 Provide input during the review of the internal audit methodology.
- 3.18 Provide input on the combined assurance framework and a plan.

3.19 Assist the department in ensuring readiness and attainment of the Quality Assurance Review full compliance in terms of the IIA standards.

4. LEGAL FRAMEWORK

The Consultants must have clear understanding of the Public Service prescripts (legislative and policy framework) in the execution of their responsibilities. The applicable legislative and policy framework includes but not limited to the following:

- a) The Constitution of the Republic of South Africa, Act 108 of 1996
- b) Public Finance Management Act, 1 of 1999;
- c) Treasury Regulations issued in terms of the PFMA;
- e) Public Service Act of 1994 (as amended by Act 30 of 1994);
- f) Public service regulations issued in terms of the Public Service Act above;
- d) Public Audit Act and related regulations and or directives;
- e) International Standards for the Professional Practice of Internal Auditing;
- g) Skills Development Act 97 of 1998;
- h) The Occupational Health and Safety Act 85 of 1993
- i) Best Practices in audit binding the state

5. ESTIMATED HOURS

The hours required to accomplish the above internal audit services are estimated as follows:

	DMV Internal audit	Service provider IA	Total
	Hours	Hours	Hours
2020/21 internal audit plan	2 128	1 500	3 628
2021/22 internal audit plan	1 640	1 500	3 140
2022/23 internal audit plan	1 147	1 500	2 647
Total	4 915	4 500	9 415

The following is an indication of the type of internal audits to be performed:

Type of audit (% of hours)	%
% Governance including performance information and audit committee meetings	30%
% Controls audits	60%
% IT audit	10%
TOTAL	100%

6. REPORTING

- 6.1 The successful bidder will be required to report at least bi-weekly, in writing and in person, to the Director Internal Audit/ Chief Audit Executive on progress made in achieving the targets established in the annual internal audit plan.
- 6.2 To fulfill the aforementioned obligation at a minimum, the reporting requirements should include monthly progress reports and bi-weekly updates to the Director Internal Audit and Risk Management / Chief Audit Executive on the full scope of work.
- 6.3 The successful bidder will also be required to report to the Audit Committee together with the Chief Audit Executive, in a format to be stipulated by the Committee, not less than four times a year.
- 6.4 In the event the department requires additional reasonable reporting requirements, the successful bidder will be required to comply with these.

7. DELIVERABLES

In delivering services, the successful bidder must always ensure inter alia:

- 7.1 Quality reports are issued with accurate findings, conclusion and implementable recommendations for all assignment undertaken on behalf of the department.
- 7.2 Turnaround times are adhered to as agreed on the engagement letter and/or SLA.
- 7.3 Deployment of resources with necessary knowledge, skills and experience on projects.
- 7.4 Regular meeting with the Director Internal Audit to provide progress reports on status of projects and discuss any emerging challenges, risks, and/or deviation from the planned scope.
- 7.5 Proper preparation for an audit assignment.
- 7.6 Availability of the Director / Partner to sign off reports on behalf of the service provider.

8. INFRASTRUCTURE

- 8.1 It is expected that bidder will be able to provide tools, systems and equipment needed for effective and efficient delivery of the service/project without any upfront payment by the DMV.
- 8.2 Costs to be borne by the Service Provider

9. CRITICAL POINTS

Bidders must be able to rate themselves on how they will be able to provide for the following:

NO	ITEM	TICK
9.1	Provide certified auditors, accountants and professionals (registration with professional bodies) within the domains: Regularity audits including financial, compliance, cyclical audits, Performance audits; IT audits.	

9.2	Must be willing to familiarize themselves with the DMV, public sector knowledge and military veterans' legislation.	
9.3	Provide skills transfer, training and empowerment where possible to suitably qualified DMV employees	
9.4	Bidders must demonstrate sound knowledge of best practice regarding audits, financial, supply chain management, ICT, fraud and project management preferably in the Public Sector, and including provision of the methodology within the domains: Regularity audits including financial, compliance, cyclical audits, adequacy audits, performance audits; IT audits.	
9.5	Must have experience in managing projects (portfolio of evidence required within the domains: Regularity audits including financial, compliance, cyclical audits, Performance audits; IT audits.	,
9.6	Sound understanding of relevant applicable legislation, policies, and regulations in the public sector and ISA standards.	
9.7	Must have IT systems to allow seamless and confidential data exchange. (Provide evidence)	
9.8	Provide adequately competent personnel to provide for operational and performance audits, financial audits, compliance, governance, IT audits, and other audit-related areas.	
9.9	The bidder must accept to negotiate a Service Level Agreement based on terms of this tender, which must be preceded by a contract.	
9.10	Blended rates must be attached (annual costing) and comply with the austerity measures as prescribed in Treasury Regulation 01 of 2013/14. Blended hourly rates per section – regularity, IT audit, performance, etc to be provided.	
9.11	A deliverable based-costing model must be used, link mandatory items to deliverables. Maturity assessment, policies, structure, people, processes.	
9.12	DMV IA reserves the right to replace certain audits and apply the blended rates provided.	

10. PROJECT PLAN, TIME FRAMES AND MILESTONES

- 10.1 Bidders must submit a proposed three years (3) project plan to demonstrate the approach, it must include:
- 10.1.1 Starting Date
 - 10.1.2 Phases of the Project
 - 10.1.3 Schedule of Implementation and Milestones
 - 10.1.4 Monitoring and Evaluation according to normal industry best practice.
- 10.2 Proposed activity plan and resource plan that clearly depicts understanding of the ToR requirements of the DMV. Bidders should also demonstrate how the plan is in line with applicable standards, rules, regulations and best practices.

10.3 A written description of their understanding of the work and its plan for accomplishing each of the deliverables within a three years (3) time table (milestones) of the project as well as the frequency of reporting.

10.4 The position(s) involved should be in respect of the direct delivery of the service to be provided and in the overall management of the work and the names of the people who will fill these positions. Provide information in a tabular format.

Submit names of appropriate individual professionals who will constitute the team. Comprehensive CV's of all professionals on the proposed team must be forwarded with an emphasis on qualifications and experience.

10.5 Skills Transfer, training, empowering, educating of DMV team in a transparent manner, projects monitoring and evaluation. Staffing requirements (skills development plan).

Service providers will be expected to develop and implement strategies for training in order to build capacity and transfer skills to the in-house staff on identified cases where feasible.

Company Experience

10.6 Bidders are required to provide proof that they have performed similar services in at least three (3) or more entities, institutions and/or within the public service. Letters of reference from at least three (3) contactable referees must also be submitted.

10.7 A full company profile of its organizational structure, indicating percentage ownership and operatives of the company/organization.

10.8 A summary of the work experience that the company has undertaken in relation to the terms of reference herein articulated and relevant references that can validate the experience of the company/organization.

10.9 The proposal must where applicable include the hourly rates charged for the different types of regularity, IT audit, performance, etc blended hours for the entire work, including all projected expenses and cost (Travel, Accommodation and Subsistence, and all HR and professional cost).

10.10 Failure to submit at least three (3) letters of reference for similar services will lead to a 0 scoring for references.

Individual Experience

10.11 Bidders are required to submit comprehensive CV's of personnel, who will be part of the project that demonstrates prior experience and qualifications.

10.12 Bidder's responses will be evaluated for functionality based on achieving the minimum score of seventy points (70)

10.13 Bidders must as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder.

10.14 The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and information provided

10.15 The BID evaluation committee will evaluate and score all responsive documents submitted by bidders.

11. GENERAL REQUIREMENTS

All bidders are required to fully complete, sign and submit the Standard Bidding Documents with their proposal. Proposals received with incomplete SBD forms may result to disqualification with failure to fully complete, sign and submit these SBD forms within 7 days of written notification.

11.1 Submit fully completed and sign Standard Bidding Document (SBD 1) – Invitation to Bid.

11.2 Submit fully completed and signed standard bidding document (SBD) 3.1 – Pricing schedule.

11.3 Submit fully completed and signed standard bidding document (SBD) 4 - Declaration of Interest.

11.4 Submit fully completed and signed standard bidding document (SBD) 6.1 – Preferential point claim form in terms of the Preferential Procurement Regulations 2017.

11.5 Submit fully completed and signed standard bidding document (SBD) 8 – Declaration of bidder's past supply chain management practices.

11.6 Submit fully completed and signed standard bidding document (SBD) 9 – Declaration of independent bid determination.

12. MANDATORY REQUIREMENTS

Failure to submit the below-mentioned mandatory requirements will lead to your bid being disqualified

12.1 Provide proof that the firm or partnership is registered with the Institute of Internal Auditors and/or an Independent Regulatory Board for Auditors.

12.2 Submit proof of registration summary report from Central Supplier Database and or Unique Identification Number (PIN) issued by SARS to enable the department to verify Tax status. Bids received from bidders with a non-compliant status may be disqualified with failure to update the Tax Status to compliant within 7 days after written notification

12.3 Proof of applicable company registration documents with ID copies of the shareholders/directors;

12.4 A Two Envelope System, requiring submission of both Technical and Financial Proposals at the same time, but in separate envelopes will apply clearly marked (Technical and Financial proposal).

13. EVALUATION CRITERIA

13.1 All bids/proposals that complied with the general requirements/conditions and mandatory requirements will be evaluated in two stages. On the **first stage** bids will be evaluated on **functionality** whereas on second stage evaluation will be done in accordance with **80/20 preference points system** as stipulated below

FIRST PHASE OF EVALUATION (FUNCTIONALITY)

13.2 The Bids that fail to achieve a **minimum of 70** points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System and Price).

13.3 The evaluation of the functionality will be evaluated individually in accordance with the below functionality criteria and values. The applicable values that will be utilized when scoring each criteria ranges from:

1=Poor, 2=Average, 3 Good, 4=Very good & 5=Excellent

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
1.	<p><u>Project Plan</u></p> <p>13.1.1.1 Activity plan (proposed methodology) that clearly depicts understanding of the TOR.</p> <p>13.1.1.2 Bids/proposals should be accompanied by a comprehensive project implementation plan and a detailed proposal containing a breakdown of the hourly tariff, disbursements and overall price (VAT inclusive), detailing planned activities over the period of the project with strict timeframes.</p> <p>13.1.1.3 Bidders must submit a proposed (3 years) project plan to demonstrate the approach, it must include: Starting Date, Phases of the Project, Schedule of Implementation and Milestones, Monitoring and Evaluation according to normal industry best practice</p> <p>13.1.1.4 Have a quick turn-around Time in terms of project completion as per the Project Plan</p>	<p>Re-organizing scope of work into clear project plan plus value added services, this will include clear methodology, specific timelines and deliverable and detailed costing model breakdown =5</p> <p>Re-organizing the scope of work into a clear project plan with costing model = 4</p> <p>Re-stating the scope of work = 3</p> <p>Approach and methodology with limited details and information = 2</p> <p>Project plan with irrelevant information = 1</p>	20	5X5

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
2.	<p><u>Expertise and Qualifications</u></p> <p>a) The team per category as would be required for the internal audit services for prior approval by the Project leader.</p> <p>b) Detailed CV's of the proposed Project leader and Key personnel indicating qualifications, skills and experience in internal audit in the Public Sector and contactable references for Public Sector projects. Must be registered members of at least one of the following:</p> <ul style="list-style-type: none"> o IIASA o RIMS o SAICA o CIMA o South African Institute for Government Auditors o Institute of Directors South Africa o South African Institute for Professional Accountants o South African Chamber of Commerce and Industry o Independent Regulatory Board for Auditors o Ethics Institute of South Africa, Compliance Institute of South Africa o Chartered Secretaries South Africa <p>c) Certified copies of qualifications shall be attached with the detailed CV's</p> <ul style="list-style-type: none"> - The audit team should comprise of the following: <ul style="list-style-type: none"> o Partner / Director o Manager / Supervisor o X2 assistants <p>d) Audit teams could be more than one depending on the amount of work and hours to be performed.</p>	<p>Project Leader with 10 years or more experience in all audit types as per scope of work, with Post graduate qualification and registered member together with key personnel with 10 years or more experience in Internal Auditing, Auditing/Accounting qualification and registered members = 5</p> <p>Project Leader with 7-9 years' experience in all audit types as per scope of work , with Post graduate qualification and registered member together with key personnel with 7-9 years' experience in Internal Auditing, Post graduate qualification in Auditing/Accounting and registered members = 4</p> <p>Project Leader with 4-6 years' experience in 3 audit types as per scope of work, with Post graduate qualification and registered member together with key personnel with 4-6 years' experience in Internal Auditing, Degree in Auditing/Accounting and registered members = 3</p>	20	5X5

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
		<p>Project Leader with 2-3 years' experience in 3 audit types as per scope of work , with Degree in Auditing/Accounting and registered member together with key personnel with 2-3 years' experience in Internal Auditing, Degree in Auditing/Accounting and registered members = 2</p> <p>Project Leader with 0-1 years' experience in 2 audit types as per scope of work , with Degree in Auditing/Accounting and registered member together with key personnel with 0-1 years' experience in Internal Auditing, Diploma in Auditing/Accounting and registered members = 1</p>		

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
3	<p><u>Technical capacity and capability</u></p> <p>Bidders are required to demonstrate the following:</p> <p>a) A dedicated Auditing and / or Accounting Practice</p> <p>b) Competence and capacity to conduct to provide the reviews of governance and compliance and provide assurance audit and consulting services, adequacy audits, IT capabilities, other audit-related and adhoc services that may be required by the DMV, including value-add recommendations.</p> <p>c) Companies who have conducted quality assurance review, to measure compliance of the firm with the applicable professional standards will have added advantage.</p> <p>A full company profile of its organizational structure, indicating percentage ownership and operatives of the company/organization.</p> <p><i>Experience, skills and ability of the service provider.</i></p> <p>Audit, accounting and/or project management experience.</p> <p>Demonstrate sound knowledge of best practice regarding audits, financial, supply chain management, ICT, fraud, combined assurance model, adequacy, forensic auditing, project management (implementation plan) preferably in the Public Sector and other relevant specialized expertise of the team</p> <p>Auditing/Accounting, financial, forensic capacity, skills and expertise of the bidder for the requirements of</p>	<p>Members including the Partner/ Engagement Director who are certified CAs with sound knowledge of review of risk management, governance and internal controls = 5</p> <p>Members including the Partner/ Engagement Director who are CIAs with sound knowledge of review of risk management, governance and internal controls = 4</p> <p>Member together with key personnel with Post graduate qualification in Auditing/Accounting and registered members with sound knowledge of review of risk management, governance and internal controls = 3</p> <p>Member together with key personnel with Under graduate qualification in Auditing/Accounting and registered members with knowledge of review of risk management, governance and internal controls = 2</p> <p>Member together with key personnel with no qualification in Auditing/Accounting and registered members with sound knowledge of review of risk management, governance and internal controls = 1</p>	20	5X5

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
4	<p><u>Company Experience:</u> Demonstration of Knowledge and understanding of the Public Service Regulatory Framework such as, but not limited to: the Public Finance Management Act (PFMA) and its Treasury Regulations, Public Services Procurement Policies, South African Constitution, Minimum Information Security Standards (MISS), Labour Legislation, Criminal Procedures Act, Public Service, Protection of Personal Information (POPI) Act.</p> <p>Details of similar auditing, accounting, project management, projects successfully completed within the public service (minimum of 7), contactable references for verification.</p> <p><i>*Note: References should be presented in a form of a written letter on official letterhead from clients where similar services have been provided.</i></p>	<p>Project Leader together with key personnel with excellent knowledge and understanding of the Public Service Regulatory Framework. Provide details of similar auditing, accounting, project management, projects successfully completed within the public service = 5</p> <p>Project Leader together with key personnel with very good knowledge and understanding of the Public Service Regulatory Framework. Provide details of similar auditing, accounting, project management, projects successfully completed within the public service = 4</p> <p>Project Leader together with key personnel with good knowledge and understanding of the Public Service Regulatory Framework. Provide details of similar auditing, accounting, project management, projects successfully completed within the public service = 3</p> <p>Project Leader together with key personnel with average knowledge and understanding of the Public Service Regulatory Framework. Provide details of similar auditing, accounting, project management, projects successfully completed within the public service = 2</p> <p>Project Leader together with key personnel with poor knowledge and understanding of the Public Service Regulatory Framework = 1</p>	15	5X5

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	HIGHEST SCORE
5	<p>Reporting</p> <p>Provide monthly formal audit reports:</p> <ul style="list-style-type: none"> • Findings, Root causes, Effect/risk • Recommendations • Course of action / consequence management • Improvement of internal controls <p>All audit reports must be accompanied by an evidence file and must be made available within ten working days after completion of the investigation assignment to the DMV</p>	<p>10 years or more experience in generating internal audit reports and progress reports based on work performed = 5</p> <p>7-9 years or more experience in generating internal audit reports and progress reports based on work performed = 4</p> <p>4-6 years or more experience in generating internal audit reports and progress reports based on work performed = 3</p> <p>2-3 years or more experience in generating internal audit reports and progress reports based on work performed = 2</p> <p>0 - 1 year experience in generating internal audit reports and progress reports based on work performed = 1</p>	15	5X5

SECOND PHASE: EVALUATION IN TERMS OF 80/20 PREFERENCE POINTS SYSTEM

NB// Failure to fully complete pricing schedule (SBD 3.3) will result to your bid being disqualified.

13.4 Only bids that are fully completed on SBD 3.3 will be evaluated further in accordance with the 80/20 preference points system.

13.5 Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise (EME) and Qualifying Small Enterprises (QSE) must submit sworn affidavit signed by Commissioner of Oaths. Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE

Calculating of points for B-BBEE status level of contribution

13.6 In terms of Regulation 6 (2) of the Preferential Procurement Regulations of 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 13.7 The points scored by a bidder in respect of the BEE points indicated above will be added to the points scored for price.
- 13.8 Bidders are requested to fully complete, sign and submit preference points claim form (SBD 6.1) in order to claim preference points.
- 13.9 Only a bidder who has completed and signed the declaration part of the preference point claim form will be considered for B-BBEE status.
- 13.10 Points will be rounded off to the nearest 2 decimals.
- 13.11 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- 13.12 A contract may on reasonable and justifiable grounds be awarded to a bid that did not score the highest number of points.

14. UNDERTAKING BY THE DEPARTMENT

- 14.1 All relevant laws, regulations and guidelines.

Formal Contract

- 14.2 Successful bidder (s) will be required to enter into a formal contract (Service Level Agreement) with the Department of Military Veterans.
- 14.3 Awarding of the contract will be subject to the Service Provider's expressing acceptance of the General Conditions of Contract and Special Condition of Contract (if applicable).

- 14.4 The Department reserves the right to terminate the contract in the event that there is clear evidence of non-performance, by the Service provider (s).
- 14.5 This bid document is not an offer to purchase any services or materials, and the Department of Military Veterans will not incur or be liable for any costs associated with the preparation of this bid.
- 14.6 Note that the department reserves the right to award the bid to more than one service provider.
- 14.7 The department reserves the right not to accept any bid/proposal submitted by the bidders.

15. BRIEFING SESSIONS

- 15.1 Due to covid-19 pandemic no briefing sessions will be held. For more information Prospective bidders are requested to contact supply chain management unit on the following email address: quotations@dmv.gov.za

16. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 16.1 Proposals should be submitted via the tender box at the entrance of:
Department of Military Veterans
328 Festival Street
Hatfield
Pretoria
0001

17. PROPRIETY OF RIGHT/SECURITY OF DATA

- 17.1 The intellectual propriety and ownership of all materials and products developed in the execution of the contract will be vested in the Department of Military Veterans Director General in electronic form and hard copies.
- 17.2 Materials and products may not be made available to any unauthorized person or institutions or sold for profit without prior written consent from Department of Military Veterans Director General.
- 17.3 On completion or termination of the agreement, all materials and products must be handed over to the Department of Military Veterans Director General.
- 17.4 No media release concerning the tender, or any other information relating to the tender, or concerning the award of the tender maybe made by the tenderer without prior consultation and written approval from the Department of Military Veterans Director General
- 17.5 All the raw data collected either electronically or in hard copies must be submitted to the Department of Military Veterans Director General.

18. THE SUBMISSION SHOULD BE AS FOLLOWS:

Technical	Financial
One (1) original	One (1) original
Four (4) copies	Four (4) copies
One (1) electronic copy (CD)	One (1) electronic copy (CD)
Total submission of copies including original & CD = Twelve (12)	

18.1 The Bidder are requested to indicate on the cover of each document whether it is the original or copy.

19. ENQUIRIES

Query	Name	Contact Details
Technical	Ms Zintle Gcasamba	Email: Zintle.gcasamba@dmv.gov.za Tel: 012 765 9328
Bid related	Ms Tinyiko Mkabela : Acquisition Management	Email: Tinyiko.Mkhabela@dmv.gov.za quotations@dmv.gov.za Tel: 012 765 9451