



THE NATIONAL ECONOMIC DEVELOPMENT & LABOUR COUNCIL
 14A Jellicoe Avenue, NEDLAC House, Rosebank
 PO Box 1775, Saxonwold, 2132

REQUEST FOR PROPOSAL

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES AT NEDLAC HOUSE FOR A PERIOD OF 36 MONTHS.	
BIDNUMBER:	NEDLAC2020/08
COMPULSORY VIRTUAL BRIEFING/CLARIFICATION SESSION	DATE: 05 February 2021 TIME: 11:00 AM Please confirm by sending an email to Joyce@nedlac.org.za to get a link to the online compulsory briefing/clarification session.
CLOSING DATE AND TIME:	DATE: 01 March 2021 TIME: 5:00 PM
BID VALIDITY PERIOD	90 DAYS (COMMENCING FROM THE RFP CLOSING DATE)
DESCRIPTION OF SERVICE/GOODS	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES AT NEDLAC HOUSE FOR A PERIOD OF 36 MONTHS.
SUBMISSION OF BID	Proposals and supporting documents are to be emailed to Joyce@nedlac.org.za and procurement@nedlac.org.za
TECHNICAL ENQUIRY	Name : Nolwazi Mthembu Tel no : 060 771 1862 Email : Nolwazi@nedlac.org.za Office Hours : 09H00 to 17H00
SUPPLY CHAIN MANAGEMENT ENQUIRY	Name : Joyce Tongwane Tel no : 060 771 0485 Email : Joyce@nedlac.org.za Office Hours : 09H00 to 17H00

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PART A INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NEDLAC					
PROPOSAL NUMBER:	NEDLAC 2020/08	CLOSING DATE:	01 JMARCH 2021	CLOSING TIME:	05:00 PM
DESCRIPTION	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES AT NEDLAC HOUSE FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Due to the issue of Covid19, service providers are encouraged to submit their tender documents electronically to procurement@nedlac.org.za and Joyce@nedlac.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sibongile Pheeha		CONTACT PERSON	Nolwazi Mthembu	
TELEPHONE	060 771 0485		TELEPHONE	060 771 1862	
OFFICE HOURS.	09H00 to 17H00		OFFICE HOURS.	09H00 to 17H00	
E-MAIL ADDRESS	Joyce@nedlac.org.za		E-MAIL ADDRESS	Nolwazi@nedlac.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONENUMBER	CODE		NUMBER		
CELLPHONENUMBER					
FACSIMILENUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No.	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED 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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE
(Professional Services)**

NAME OF BIDDER:	BID NO.:
CLOSING TIME: 17:00	DATE.....
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.	

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example, rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	----- R.....
	----- R.....
	----- R.....

..... R.....

TOTAL:
R.....

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL:
R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....

***[DELETE IF NOT APPLICABLE]**

DECLARATION OF INTEREST

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

- 2.1 Full Name of bidder or his or her representative:.....
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

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

¹"State" means –

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

If so, furnish the following particulars:

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

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

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

Any other particulars:.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 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 Reference Number	Tax	State Number / Employee Persal Number

DECLARATION

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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 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; or
- 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: **I**

	POINTS
PRICE	80
8B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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
<input type="checkbox"/> $Pt - P_{min}$ <input type="checkbox"/>		<input type="checkbox"/> $Pt - P_{min}$ <input type="checkbox"/>
$P_s \cdot 80 \cdot \frac{1}{Pt - P_{min}}$ <input type="checkbox"/>	or	$P_s \cdot 90 \cdot \frac{1}{Pt - P_{min}}$ <input type="checkbox"/>
<input type="checkbox"/> P_{min}		<input type="checkbox"/> P_{min} <input type="checkbox"/>

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*)

Y		N	
---	--	---	--

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*)

Y		N	
---	--	---	--

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

-
- Manufacture
- 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:.....

.....

.....

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SBD 8

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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>e Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	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

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.

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

CERTIFICATE FOR JOINT VENTURES

This Returnable Schedule is to be completed by EACH member of a joint venture submitting a proposal.

We, the undersigned, are submitting this proposal offer in Joint Venture and hereby authorize

Mr / Ms.....,

Authorized signatory of the Company.....

Acting in the capacity of lead JV partner, to sign all documents in connection with the proposal offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANISATION.....

ADDRESS:.....

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:.....

SIGNATURE.....

DATE:.....

ANNEXURE A – TERMS OF REFERENCE



BID-NEDLAC2021/08

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES AT NEDLAC HOUSE FOR A PERIOD OF 36 MONTHS.

1. PURPOSE

- 1.1. The purpose of the RFP is to invite suitable independent interested internal audit service providers to submit proposals for the provision of internal audit services at Nedlac. Internal Audit should be an independent appraisal function within Nedlac, which provides management with a systematic review and evaluation of operations for determining efficiency, economy and effectiveness of policies, practices and controls.
- 1.2. The objective of internal auditing is to add value by assisting the Audit and Risk Committee and Management in effectively discharging their responsibilities, including the promotion of effective internal control. Nedlac is a statutory body which is governed and mandated by The National Economic Development and Labour Council Act, Act 35 of 1994. Nedlac is funded by a grant from the Department of Labour and has 38 full-time employees.
- 1.3. Nedlac's work programme is determined by the legislative and policy programme of government, socio-economic issues affecting the country, as well as issues tabled by constituencies. These issues are tabled and deliberated upon at a Chamber, Management Committee, the Executive Council, the Covid19 Rapid Response Task Team or the Economic Recovery Structures.

2. LEGISLATIVE FRAMEWORK OF THE BID

- 2.1. Bidder(s) must be compliant when submitting a bid to Nedlac and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

- 2.2. This bid and all contracts emanating therefrom will be subject to the General Conditions of Contract issued following Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 2.3. The Special Conditions of the Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail and Preferential Procurement Regulations, 2017.

3. BACKGROUND

- 3.1 The scope of internal audit work entails evaluating the adequacy and effectiveness of the organization systems of the internal control and developing recommendations for improvement. This includes:
- 3.1.1 Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
- 3.1.2 Reviewing the systems established by management to ensure compliance with those policies, plans, procedures, laws and regulations that could have a significant impact on operations, and determine whether the organisation is complying;
- 3.1.3 Reviewing the means of safeguarding of assets and verifying the existence of assets;
- 3.1.4 Appraising the economy and efficiency with which resources are employed and identifying opportunities to improve operating performance;
- 3.1.5 Reviewing operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned; and
- 3.1.6 Review compliance of the entity to the ICT Governance Framework, including assessing the ICT general controls.

4. DELIVERABLES FOR THE INTERNAL AUDIT SERVICES

Bid Reference No	Details	Closing date
2020/21/08	INTERNAL AUDIT SERVICES	01 MARCH 2021

- 4.1 Assist the NEDLAC Executive Council in fulfilling their responsibilities of ensuring that the NEDLAC maintains an effective, efficient and transparent systems of financial and risk management and internal control while ensuring that there is a system of Internal Audit under the control and direction of an Audit Committee;
- 4.2 Perform an executive support function to the Audit Committee;
- 4.3 Ensure annual review and approval of the Internal Audit Charter by the Audit Committee;
- 4.4 Facilitate the risk assessment in accordance with the NEDLAC's Risk Management Policy, Framework and best practices;
- 4.5 Prepare a risk based three year rolling strategic internal audit plan that details audit scope which includes the evaluation of adequacy and effectiveness of NEDLAC's risk management, control, and governance processes, detailed resources, time frames per activity and present such strategic plan to Executive Management for inputs and to Audit Committee for approval;
- 4.6 Prepare and execute an annual risk based internal audit plan according to the approved resources and timeframes for each year of the rolling three-year strategic internal audit plan for approval by the Audit Committee;
- 4.7 Prepare and submit internal audit reports according to the execution of the risk based annual Internal Audit Plan and discuss with the Executive Management and report to the Audit Committee;
- 4.8 Conduct ad-hoc audits at the Executive Council/Audit Committee/Management request in areas identified and agreed by Executive Management and Audit Committee;
- 4.9 Conduct quarterly and annual performance information audits; and
- 4.10 Review of annual financial statements.

5. COMPULSORY REQUIREMENTS

- 5.1 Planning document such as process flow (or system documentation), reports and audit files with supporting documentation shall become property of the NEDLAC.
- 5.2 Service provider shall liaise and interact with both the Chief Financial Officer and external auditors to make all requested information available.
- 5.3 The service provider shall share working papers / methodologies used during the reviews while executing the approved risk based internal audit plans during the period of providing internal audit services with the Office of the Auditor General.
- 5.4 Collaborate and co-ordinate with other internal and external providers of assurance to ensure proper coverage and minimize duplication of effort;
- 5.5 The appointed service provider will be subjected to quarterly review based on the agreed SLA, deviation to SLA will be treated according to SLA terms developed.
- 5.6 Your written proposal must contain the following information:
 - The completed bid submission forms attached to these terms of reference. Please ensure the full completion of these original forms.

- CVs and certified copies of all relevant certificates of designated personnel who will be working on the assignment.
- Certified proof of registration with IIA and/or SAICA.
- Certified CIA and/or CA certification.
- Letters of references where such services have been previously conducted.

- 5.7 Compulsory briefing session will be held on the 5th of February 2021 on an online platform at 11H00, a meeting link will be shared with prospective service upon request from Joyce@nedlac.org.za
- 5.8 Attendants/ prospective bidders have to record their names and their companies on the chat to enable Nedlac to keep a record of an attendance register.
- 5.9 Bidders who do not attend the compulsory briefing session will not be considered.

6. BID EVALUATION CRITERIA

All proposals received shall be evaluated based on the following criteria:-

6.1 STAGE 1

Functionality will be assessed against the criteria and weightings specified in Table below:

FUNCTIONALITY	MAXIMUM POINTS
<p>A. Bidders experience in internal audit work in similar public entities or government departments</p> <ul style="list-style-type: none"> • 5 or more years of relevant experience = 10 points • 4 years of relevant experience = 8 points • 3 years of relevant experience = 6 points • 2 years of relevant experience = 4 points • 1 year of relevant experience = 2 points <p><i>Bidders are required to submit letters of reference from previous contracts to substantiate all the years of experience claimed with contactable references and nature of service. 2 points are allocated for every year up to 5 years.</i></p>	10
<p>B. Team experience in internal audit work in similar public entities or government departments</p> <ul style="list-style-type: none"> • 5 or more years of relevant experience = 10 points 	10

<ul style="list-style-type: none"> • 4 years of relevant experience = 8 points • 3 years of relevant experience = 6 points • 2 years of relevant experience = 4 points • 1 year of relevant experience= 2 points <p><i>Bidders are required to submit letters of reference from previous contracts to substantiate all the years of experience claimed with contactable references and nature of service for directors/members allocated to the project. 2 points are allocated for every year up to 5 years.</i></p>													
<p>C. Methodology</p> <p>Bidders are required to provide and submit with their bid documents:</p> <ul style="list-style-type: none"> • A detailed Internal Audit Methodology (Planning, Execution, and Reporting & Follow up) – maximum 25 points. • Risk Assessment Methodology and link to development of Risk Based Internal Audit Plan – maximum 10 points. • Provision of value added services e.g. newsletters, GRAP updates, Training Resources– maximum 5 points. 	40												
<p>D. Bidder’s ability to carry out Specialized Audits:</p> <p>a. IT related audits</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">3 or more IT related Audits</td> <td style="text-align: right; padding-right: 20px;">5 points</td> </tr> <tr> <td style="padding-left: 20px;">2 IT related Audits</td> <td style="text-align: right; padding-right: 20px;">3 points</td> </tr> <tr> <td style="padding-left: 20px;">1 IT related Audit</td> <td style="text-align: right; padding-right: 20px;">1 point</td> </tr> </table> <p>b. Audit of Predetermined Objectives (AOPO)/ Audits of Performance Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">3 or more Audits</td> <td style="text-align: right; padding-right: 20px;">5 points</td> </tr> <tr> <td style="padding-left: 20px;">2 Audits</td> <td style="text-align: right; padding-right: 20px;">3 points</td> </tr> <tr> <td style="padding-left: 20px;">1 Audit</td> <td style="text-align: right; padding-right: 20px;">1 point</td> </tr> </table> <p>NB: Reference Letters to be attached and must be on the Client’s letterhead with nature of services and a name of contact person/ referee</p>	3 or more IT related Audits	5 points	2 IT related Audits	3 points	1 IT related Audit	1 point	3 or more Audits	5 points	2 Audits	3 points	1 Audit	1 point	10
3 or more IT related Audits	5 points												
2 IT related Audits	3 points												
1 IT related Audit	1 point												
3 or more Audits	5 points												
2 Audits	3 points												
1 Audit	1 point												

<p>E. Qualification of Key staff allocated the project</p> <p>Bidders are required to provide and submit with their bid documents the following:</p> <ul style="list-style-type: none"> • Detailed Organogram of key staff and functions/ roles – maximum 5 points. • A point for every staff member within the project who is registered with the <i>Institute of Internal Auditors (IIA)</i> or South African Institute of Chartered Accountants (SAICA) – Maximum of 2 points. • 3 points for every staff member within the project with 4 year degree or B-Tech in the accounting, internal audit or auditing field– maximum of 9 points • 2 Points for every staff member within the project that is a Certified Internal Auditor (CIA) or Chartered Accountant (CA) – maximum 2 points • 2 points for every staff member with certificate in <i>Accreditation in Internal Quality Assessment / Validation</i> or successfully completed <i>Internal Audit Quality Assessment Course</i> – maximum of 2 points. <ul style="list-style-type: none"> – The following should be supplied to claim points <ul style="list-style-type: none"> ○ Qualifications of key staff members (supported by CVs and certified copies of all relevant certificates, for the entire engagement team) ○ Proof of registration with IIA and/or SAICA ○ CIA and/or CA certification 	20
<p>F. Internal Audit Quality Assurance</p> <p>Bidders are required to provide and submit with their bid documents the following:</p> <ul style="list-style-type: none"> • Detailed Quality Assurance and Improvement Program (QA&IP) (Internal & External assessments) – maximum 6 points. • Provide results of recent External Quality Assurance Review (QAR) – maximum 2 points • 2 points if the bidder achieved an overall assessment that it “<i>Generally Conforms</i>” to the Standards results for the External QAR – maximum 2 points. 	10

TOTAL POINTS	100
---------------------	------------

NB: Service providers must provide sufficient proof/documents to justify awarding the points above and such proof should include details of contactable references to Evaluation Criteria above. BEE or Black service providers or consortiums will take a preference.

Bidders who obtain 80 points and above out of 100 for functionality (Stage 1) will qualify for evaluation in terms of price and B-BBEE Status in stage 2. All points scored by qualifying bidders in stage 1 will not be taken into consideration in stage 2.

6.2 STAGE 2

Criteria	Point System
Price	80
B-BBEE	20
Total	100

7. OTHER TERMS AND CONDITIONS OF THE BID

- 7.1 National Economic Development and Labour Council reserves the right not to make any appointment from the submitted bid
- 7.2 National Economic Development and Labour Council does not bind itself to accept the bid with highest score
- 7.3 National Economic Development and Labour Council reserves the right to cancel this procurement and pursue an alternative course of action at any time without incurring any liability towards any service provider
- 7.4 Service providers are advised that the submission of bids give rise to no contractual obligations on the part of NEDLAC.
- 7.5 In addition to adherence to the specific terms and conditions of bid provided in this document, the service provider shall be bound by the provisions of the General Conditions of Contract attached hereto.
- 7.6 Bids should be submitted electronically only, hard copy submission will not be accepted at Nedlac offices, due to Covid 19 pandemic.
- 7.7 All bids submitted shall become the property of NEDLAC and shall not be returned.
- 7.8 The successful service provider will be subject to security clearance process as prescribed by National Treasury. This process includes verification of supplier and its shareholders/directors/member's status on the list of defaulters and restricted suppliers.

7.9 Service providers must be registered in the Treasury Central Supplier database. Tax Compliance Pin Code must be submitted.

7.10 Bids received after the specified time and date i.e. 01st of March 2021 at **17H00** will NOT be considered and accepted.

7.11 No services shall be rendered or goods delivered before an official NEDLAC Purchase Order form has been received by the appointed service provider.

7.12 The NEDLAC may request written clarification, presentation or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing or make presentations within the stipulated timeframe after the request has been made, or their bid will be disqualified.

7.13 In order for bids to be considered for and included in the evaluation, it is necessary that they cater for a complete solution and fully cater to the complete specifications outlined in the deliverables and other aspects of the terms of reference as outlined.

7.14 It is therefore the responsibility of the service provider to ensure that all components required are included as part of the bid.

7.15 Service providers shall not qualify their proposals with their own conditions. If a service provider does not specifically withdraw its own conditions of bid when called upon to do so, the bid response will be declared invalid

- **N.B: Completion of the returnable forms below is mandatory and failure to do so will render the quotation invalid. These forms must be completed in full on the original and must be signed.**

I. SBD 1: Invitation to bid

II. SBD3.1: Pricing Schedule

III. SBD 4: Declaration of Interest

IV. SBD 6.1: Preference Points Claim form

V. SBD 7.2: Contract Form – Rendering of Services

VI. SBD 8: Declaration of Bidder's past SCM practices

VII. SBD 9: Certificate of Independent Bid Determination

- **The bid document must be submitted in full and no portion of the document must be detached.**

8. PRICING

8.1 Pricing must include all costs that will ensure that a complete Internal Audit function is provided to the National Economic Development and Labour Council (NEDLAC).

8.2 Price must be in South African currency and must be inclusive of VAT. Service providers are further requested to indicate their price in all elements listed in their pricing schedule (**no hidden costs/ unknown costs will be accepted**). Price will be evaluated based on 80 points and applicable formula of calculating points.

8.3 Service providers are provided with an Internal Audit plan summarized schedule as reflected in 8.5 below to use for pricing the first year of the contract and apply inflationary related increase for subsequent years to arrive to the total bid price. The schedule below is provided for illustrative purposes, bidders are expected to provide detailed pricing proposals for each of the years using the estimated hours reflected below.

8.4 Bidders are further expected to indicate cost and time for each year for the resources allocated to the project. The final Internal Audit plan will be finalized and approved by the relevant authority once the service provider has been appointed.

8.5 Internal Audit Plan summarized schedule:-

ITEM NO	ITEM DESCRIPTION	ESTIMATED HOURS	ESTIMATED COST (R)			
			YEAR 1	YEAR 2	YEAR 3	TOTAL
1	Risk assessment	120				
2	Internal Audit projects for the year	400				
3	Meetings: Audit Committee, etc	80				
Total professional fees		600				
Disbursements (estimated at 10% of the total professional fees)						
Total fees excluding VAT						
VAT						
Total fees including VAT						

9. SUBMISSION OF PROPOSALS

9.1 Bid proposals to be submitted electronically to joyce@nedlac.org.za and procurement@nedlac.org.za, hard copy submission will not be accepted at Nedlac offices, due to Covid 19 pandemic. Documents must in PDF format only.

9.2 Bid documents will be made available on Nedlac's website from 02nd of February 2021.

9.3 **Closing date:** 01st of March 2021 at **17H00**

9.4 CONTACT PERSON/S

Technical Related Enquiries:

Ms Nolwazi Mthembu
 Contact number:060 771 1862
 Email: Nolwazi@nedlac.org.za

SCM Related Enquiries:

Ms Joyce Tongwane
 Contact number:060 771 0485
 Email: Joyce@nedlac.org.za