AGSA/07/2025

Request for Proposal (RFP) for the appointment of a service provider for the provision of Internal Audit Services to the Auditor-General South Africa (AGSA) for a period covering three (3) financial years from 2026/27 – 2028/29, subject to a renewal of another term at the discretion of the AGSA

Closing date: 19 November 2025

at 15h00

Important Note: There is no scheduled briefing session in respect of this bid

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

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SECTION 1: GENERAL CONDITIONS OF BID

1. General Information

The Auditor-General of South Africa (AGSA) is a Chapter 9 Constitutional Institution with a mandate to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence. The AGSA has identified a need for the services as detailed in this Request for Proposal (RFP).

2. Enquiries

2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	Mr. Luqmaan N Moosa
Email address:	LuqmaanM@agsa.co.za

2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 31 October 2025.**

2.3 The enquiries will be consolidated and AGSA will issue one response and such response will be posted, within three days after the last day of enquiries, onto the AGSA website (www.agsa.co.za) under tenders i.e. next to the same RFP document.

2.4 The AGSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the AGSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Briefing Session

3.1 There is no scheduled briefing session in respect of this bid. All related enquiries should be forwarded to the e-mail indicated above on the enquiries section.

4. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

5. Instructions on submission of Bids

5.1 Bid responses must be submitted /deposited into the AGSA's tender box.

5.2 The closing date for the submission of bids is **19 November 2025** not later than **15h00.** No late bids will be considered. Tender documents must be deposited in the tender box situated at:

Procurement Tender Box

Auditor-General South Africa, Head-office,

Reception Area, Ground Floor,

4 Daventry Street,

Lynnwood Bridge Office Park,

Lynnwood Manor,

Pretoria

Bids sent to any other address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct address and that this is **received** by the AGSA before the closing date and time in AGSA's dedicated tender box.

5.3 The AGSA will not be held responsible for any of the following:

5.3.1 Bid responses sent to the incorrect address.

5.4 Only bid responses received via the tender box will be considered.

5.5 Where a complete bid response (inclusive of all relevant schedules) is **not received** by the AGSA in the tender box by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and/ or incomplete bid will be disqualified.

5.6 **Bidders must submit their responses in both a hard copy (one original hard copy) and a soft copy. The soft copy / electronic copy must be a replicate of the entire hard copy bid response and must be submitted on a Universal Serial Bus (USB). Failure to provide both hard and soft copy responses may render your response as incomplete. The AGSA reserves the right to only assess one of the response formats (either hard copy or soft copy) of your response, hence the importance of a complete bid response in both hard copy and soft copy is emphasized.**

5.7 This bid document is made available at no cost to bidders and is available in PDF format and also in an editable format (MS Word document). **The AGSA's tender requirements should not be altered by bidders and the PDF format serves as the basis for this.**

6. Preparation of Bid Response

6.1 All the documentation submitted in response to this RFP must be in English.

6.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

6.3 Bids submitted by bidders that are companies, or include companies, must be signed by a person or persons duly authorized by a resolution of the relevant Board of Directors. A certified copy of this resolution must be submitted with the bid.

6.4 The bidder is responsible for verifying that all pages of its bid are correctly numbered and that none are missing or duplicated. The AGSA accepts no liability for any consequences arising from missing or duplicated pages in the bid submission.

6.5 Bidder's tax affairs with the South African Revenue Service (SARS) must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

7. Supplier Performance Management

7.1 Supplier Performance Management is viewed by the AGSA as a critical component in ensuring value for money acquisition and good supplier relations between the AGSA and all its suppliers.

7.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude the AGSA's standard Service Agreement, which will form an integral part of the supply agreement. The Service Agreement will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to AGSA's business.

7.3 Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product/ service offering is being measured to achieve the objectives of this condition.

8. AGSA's Rights

8.1 The AGSA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all **before the bid closing date**. All bidders, to whom the RFP documents have been issued and where the AGSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the AGSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2 The AGSA reserves the right not to accept the lowest priced bid. The AGSA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the AGSA.

8.3 The AGSA reserves the right to award this bid as a whole or in part.

8.4 The AGSA reserves the right to conduct site visits at the bidder's corporate offices and/ or at client sites if so required.

8.5 The AGSA reserves the right to consider the guidelines on prescribed consultancy rates as set out in the **National Treasury Instruction Note on Cost Containment Measures**, where relevant.

8.6 The AGSA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the AGSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors/ trustees/ shareholders/ members.

8.7 The AGSA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9. Undertakings by the Bidder

9.1 By submitting a bid in response to the RFP, the bidder undertakes to offer or render all or any of the services described in the bid response to the AGSA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2 The bidder shall prepare for a possible presentation should AGSA require such and the bidder will be required to make such presentation within three to five (3-5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP, where relevant.

9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the AGSA during the bid validity period indicated in this RFP and acceptance of the offer shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4 The bidder furthermore confirms that he/she has satisfied himself/ herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/ item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/ her obligations under a resulting contract for the services contemplated in this RFP; and that he/ she accepts that any mistakes regarding price(s) and calculations will be at his/ her risk.

9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/ her under the Services Agreement and SLA to be concluded with the AGSA, as the principal(s) liable for the due fulfilment of such contract.

9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of its solution shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become AGSA property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for Disqualification

10.1 The AGSA reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however, the bidder will be notified in writing of such disqualification:

10.1.1 bidders who are not tax compliant and/ or who do not submit an original valid Tax Compliance Status PIN and/ or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and/ or failure to provide the AGSA with a SARS issued Tax Verification PIN code giving access to the AGSA to electronically verify tax compliance;

10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;

10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;

10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;

10.1.5 bidders who do not comply with any of the ***mandatory requirements*** as stipulated in the RFP document including non-attendance of the compulsory briefing session, where applicable;

10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

11. Returnable Schedules

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

11.1 Cover Page: (The cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.2 Schedule 1

11.2.1 Executive Summary (explaining how the bidder understand the requirements of this RFP and the summary of the proposed solution)

11.2.2 Annexure 1 of this RFP document (duly completed and signed)

11.3 Schedule 2

11.3.1 Valid Tax Compliance Status PIN (TCS PIN) and/ or proof of application as endorsed by SARS and/ or SARS issued tax verification PIN code;

11.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages;

11.3.3 Copy of Board Resolution, duly certified;

11.3.4 Originally certified copy of ID document for the Company Representative (signatory of the bid document);

11.3.5 Annexure 2 of this RFP document (duly completed and signed);

11.3.6 Annexure 3 of this RFP document (duly completed and signed);

11.3.7 Annexure 4 of this RFP document (duly completed and signed);

11.3.8 Annexure 5 of this RFP document (duly completed and signed);

11.3.9 Annexure 6 of this RFP document (duly completed and signed);

11.3.10 Response to Annexure 7: BEE Claims Form;

Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture (JV) or Prime Contractor with Sub-contractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Sub-contractor(s).

11.3.11 Annexure 8 of this RFP document (duly responded to);

11.3.12 Annexure 9 of this RFP document (duly completed and signed);

11.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/ or independently reviewed financial statements and/or cash flow Budget for new entities with no financial records.

11.3.14 Copy of Joint Venture/ Consortium/ Sub-contracting Agreement duly signed by all parties (if applicable).

11.4 **Schedule 3:** Response to Section 2 of this RFP document, in line with the format indicated in this RFP document.

11.5 **Schedule 4:** Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked as Schedule 4: Price Proposal)*

12. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

12.1 Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Compliance Status PIN as referenced in 11.3.1 above
- Submission of Company Registration Forms as referenced in 11.3.2 above
- Submission of ID copy for the Company Representative as referenced in 11.3.4 above
- B-BBEE Status Certification as referenced in 11.3.10 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - ➢ Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP;
  - ➢ Section 3: Cost Proposal and Price Declaration Form;
  - ➢ Annexure 1: Acceptance of Bid Conditions;
  - ➢ Annexure 2: Tax Compliance Requirements;
  - ➢ Annexure 3: Supply Chain Management Questionnaire;
  - ➢ Annexure 4: Declaration of Interest;
  - ➢ Annexure 5: Certificate of Independent Bid Determination;
  - ➢ Annexure 6: Shareholders' Information/ Group Structure;
  - ➢ Annexure 7: B-BBEE Claim Form;
  - ➢ Annexure 8: Disclosure Statement (Bidder to declare on the company's official letterhead stating whether it is currently subject to any criminal, civil, or similar legal proceedings);
  - ➢ Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements
- Submission of a copy of a Joint Venture/ Consortium/ Sub-contracting Agreement duly signed by all parties (if applicable).

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

12.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the functional criteria as follows:

12.2.1 Pre-qualification Criteria (Mandatory Criteria)

The technical assessment will commence with the pre-qualifying criteria as listed in section 2 of this RFP document.

Note: All bidders that fail to comply with any of the mandatory criteria shall not be considered for further evaluation on the *Technical/ Functional Requirements*.

12.2.2 Technical/ Functional Requirements

With regards to the other Functional requirements, the following criteria (set out in more detail on section 2 of this RFP document) and the associated weightings will be applicable:

EVALUATION CRITERIA	WEIGHT
1. Quality management of audit	20
2. Bidder's internal audit experience	20
3. Qualifications and experience of the proposed team of resources	25
4. Internal Audit methodology, execution plan and value add	30
5. Geographic reach	5
TOTAL	**100**

Note: The minimum qualifying score for functionality is 70% or points. Only bidders that score 70% or points on functionality will be considered for further evaluation on Price and B-BBEE.

12.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows::

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	**100**

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. SPECIAL INSTRUCTION TO BIDDERS

a. Should a bidder have reasons to believe that the requirement Specification is not open and/ or is written for a particular brand or product or service provider; the bidder shall notify AGSA Procurement within five (5) days after publication of the RFP.

b. Bidders shall provide full and accurate answers to the questions posed in this document and, where required, explicitly state “Comply/ Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/ solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

2. PROJECT BACKGROUND AND PURPOSE

The Auditor-General South Africa (AGSA) is the supreme audit institution (SAI) of South Africa. The AGSA has a constitutional mandate and, as the SAI of South Africa, exists to strengthen our country’s democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence.

The Auditor-General of South Africa (AGSA) requires the services of a suitably qualified and experienced internal audit service provider to carry out the internal audit function of the AGSA and enter into a service level agreement for a period covering the following three (3) financial years 2026/27, 2027/28 and 2028/29, subject to a renewal of another term at the discretion of the AGSA. The appointment will therefore be effective from 1 April 2026 ending 31 July 2029 subject to an annual performance management review against the service level agreement, allowing for termination if performance is unsatisfactory. The period between April to July 2029 will be used to wrap up the governance and audit closure processes.

3. SCOPE OF WORK

The desired scope of work for the internal audit function stems from the AGSA’s internal audit charter (the charter); a document that guides the organisation’s approach to the provision of Internal Audit services. The charter is reviewed and approved by the Audit Committee (AC) at least annually. The charter, which is aligned to the requirements of the Global internal audit standards, explains the purpose, mission and definition of the internal audit function which is outlined below, principles on which the scope of internal audit function is built:

3.1. The purpose of the internal audit function (within the AGSA) is aligned with the definition of internal audit, which is to provide independent, objective assurance and consulting services designed to add value and improve the organisation's operations.

3.2. The mission of the internal audit function is to enhance and protect organisational value by providing risk-based assurance, advice and insight. This internal audit charter defines the authority and independence, scope, responsibility and accountability of and within the Internal Audit function (IAF).

3.3. The internal audit function helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

3.4. Accordingly, the scope of the internal audit function entails, but is not limited to, the examination, evaluation and conclusion on the adequacy and effectiveness of the organisation's governance, risk management, internal control processes and the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated objectives.

3.5. The appointed internal audit service provider will be required to:

3.5.1. Provide effective value adding internal audit services that are innovative and responsive to circumstances of the AGSA and the environment it operates in.

3.5.2. Assist management and the audit committee of the AGSA in the effective discharge of their responsibilities by providing assurance on various organisational processes, plans and programmes; thus, furnishing them with analyses, appraisals, recommendations, advice and information concerning the activities reviewed and by promoting adequate and effective controls.

3.5.3. Provide services in line with the Global internal audit standards, King Code on Corporate Governance and relevant laws and regulations.

3.5.4. Review and report on the validity, accuracy and completeness of financial and operating information.

3.5.5. Review the internal controls to ensure AGSA's compliance with relevant laws and regulations as well as internal policies and procedures.

3.5.6. Review the systems of internal control to ascertain whether the internal controls are adequate and effective.

3.5.7. Review and appraise the economic, effectiveness and efficiency with which resources are employed.

3.5.8. Review specific strategic programmes or initiatives to ascertain whether results are consistent with established objectives and goals; and whether the programmes or initiatives are being carried out as planned. The review includes audit of performance information against the predetermined objectives.

3.5.9. Review the AGSA information technology (IT) systems and digital transformation programmes to ascertain whether the systems are adequate and effective.

3.5.10. Perform annual risk assessments based on inputs from the AGSA, the external auditors and their evaluation of environmental factors impacting the organisation, from which internal audit coverage plans and the internal audit strategy will be developed.

3.5.11. The above-mentioned coordinated approach shall be used to maximise internal audit resources and coverage and to ensure that the service provider provides greatest value to the AGSA. Matters to be considered in developing the internal audit coverage plans and internal audit strategy shall include but not be limited to:

3.5.11.1. Risk profile areas of the AGSA, identified by management.

3.5.11.2. Significant areas of potential risk of fraud.

3.5.11.3. The accuracy and completeness of financial reporting.

3.5.11.4. Major changes in operations, organisational structures, systems and controls.

3.5.11.5. Safeguarding of assets.

3.5.11.6. Compliance with laws, regulations, contracts, policies and procedures.

3.5.11.7. Outcomes of the other assurance providers or combined assurance providers, as well as previous internal audits outcomes.

3.5.11.8. Significant areas of risk related to reliability and integrity of financial and operational information or negative reputation exposure.

3.5.11.9. The appropriateness of its staff mix and expertise, relative to the specific engagements.

3.5.11.10. Develop a three-year strategic audit rolling plan (with the condition to revise the three-year strategic rolling plan annually) and an annual audit operational plan based on the risk assessment results for approval by the audit committee. The plan should include costing of all activities to be performed.

3.5.11.11. Perform risk-based internal audits based on the approved plans.

3.5.11.12. Coordinate with the external auditors and other assurance providers to ensure alignment with the external audit function processes and best practice.

3.5.11.13. Attend executive committee (exco) and AC meetings; and report periodically on the internal audit plan to both these structures.

3.5.11.14. As required by the AGSA Combined Assurance Model, the service provider shall:

3.5.11.14.1. Evaluate / assess the combined assurance model and report to the AC on its effectiveness.

3.5.11.14.2. Review / evaluate the assurance provided by the first and second line of defense.

3.5.11.14.3. Perform assessments on the independent assurance providers on whom reliance would be placed on.

3.5.11.15. Periodically perform ad-hoc reviews as requested by exco and the AC.

3.5.11.16. Maintain a functional quality assurance and improvement programme that covers all aspects of the internal audit services AND, at least once during a three-year cycle or as determined by the AC, be subjected to an independent quality assurance review.

4. EXPERTISE AND CAPACITY

The key criteria to be considered for the suitability of the service provider includes the following:

4.1. Have the necessary skills, knowledge, capacity and resources to meet the needs of the AGSA and to carry out their obligations, including the availability of:

4.1.1. Internal audit, performance audit and compliance audit skills.

4.1.2. Forensic audit skills and tools.

4.1.3. Information technology audit skills and tools.

4.1.4. Information technology security capabilities.

4.2. Have knowledge and a comprehensive understanding of the public sector; and an understanding of the AGSA's enabling legislations.

4.3. The service provider must be able to demonstrate the ability to reach all South African regions within which the AGSA operates.

4.4. Have a minimum of two (2) directors including the engagement director. The engagement director must be directly involved in every engagement review undertaken at the AGSA. As the engagement director will fill the role of the Chief Audit Executive ("CAE"), the bidder needs to cite experience that the proposed engagement director has in this role. Note: The CAE of the successful bidder will report functionally to the AC, and administratively to the Deputy Auditor-General (DAG) who delegates this function to the Chief Risk Officer.

4.5. Have a quality control department responsible for ensuring Global internal audit standards are appropriately adhered to.

4.6. Demonstrate that they adhere to the Global internal audit standards, particularly as they relate to:

4.6.1. The application of a risk-based approach to auditing.

4.6.2. The use of IT audit resources (including the appropriate tools).

4.6.3. The availability of resources that perform risk management and governance reviews.

NOTE: The internal auditors will be subject to an annual performance management review against the service level agreement throughout the duration of the contract; allowing for termination if performance is unsatisfactory.

5. PROFESSIONAL MEMBERSHIP

5.1. It is mandatory for the senior resources of the preferred service provider (i.e., directors, associated directors and senior managers) to have the appropriate professional qualification(s) enabling them to perform internal audit services. These must include, but is not limited to the following:

5.1.1. Certified Internal Auditor (accredited by the Institute of Internal Auditors), or

5.1.2. Chartered Accountant (SA) (accredited by the South African Institute of Chartered Accountants (SAICA) and

5.1.3. Certified Information Systems Auditor (CISA) or Certified Information System Manager (CISM) (with both CISA and CISM accredited by ISACA).

5.2. Furthermore, all core members (except for IT auditors) of the internal audit team must have professional membership which must be in good standing with the Institute of Internal Auditors.

6. TECHNICAL EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following criteria:

6.1 Pre-qualification criteria (mandatory criteria):

The bidder must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced. Failure to comply with the below pre-qualification requirements will lead to automatic disqualification of the bid.

Note: Where a criterion requires substantiation or evidence, a tick alone will not be accepted as proof of compliance. The corresponding substantiation or evidence must be provided to support the compliance statement. Failure to do so will result in automatic disqualification of the bid.

Bidder to select / tick Comply or Not Comply below.

Criteria	Comply	Not Comply	Page Ref No:
6.1.1. Director commitment The bidder must be able to commit and maintain at least two (2) directors, including the engagement director, to the AGSA for the duration of the appointment. The engagement director responsible for AGSA's internal audit must be based in the Gauteng province. The bidder must submit a signed undertaking confirming that at least two (2) directors will be assigned to the AGSA, one of whom must serve as the engagement director and who			

Criteria	Comply	Not Comply	Page Ref No:
must be based in the Gauteng province. Evidence of the engagement director's proof of residence such as a copy of the lease contract or municipality account in the name of the proposed director must also be provided.			
Substantiate your compliance by providing evidence and including page numbers in the proposal.			
6.1.2. Relevant public sector experience The bidder must have relevant public sector internal audit experience, which it has conducted in the past five (5) years, from October 2020 – September 2025. The bidder must be able to demonstrate the audits they have conducted and provide relevant client references. References should clearly state the period of internal audit services performed. The bidder is required to complete **Appendix B** to substantiate compliance with this requirement.			
Substantiate your compliance by providing evidence and including page numbers in the proposal.			
6.1.3. Disclosure of previous work The bidder must indicate if they have provided any services to the AGSA in the past two (2) years. This includes services provided through the contracts work committee allocations. **If Yes**, the bidder must provide a letter that includes an assessment whether the services provided could impair the independence or objectivity of the bidder, in fact or appearance, if any, and indicate any mitigations applied thereof. This letter must be signed off by the Chief Executive Officer / Managing Director of the bidder. *Please note that the purpose of this criterion is for the AGSA to evaluate or assess the objectivity and independence of prospective bidders. The AGSA reserves the right to assess the disclosure and apply its findings as an objective criteria as part of the adjudication of this tender.*			
Substantiate your compliance by providing evidence and including page numbers in the proposal.			

<table>
<tr><th>Criteria</th><th>Comply</th><th>Not Comply</th><th>Page Ref No:</th></tr>
<tr><td>6.1.4. Quality Assurance requirements
The bidder must have a quality control or Quality Assurance Improvement Program (QAIP) in place to ensure that the Global internal audit standards are appropriately applied.
The bidder must provide a signed undertaking confirming that the bidder has a QAIP in place, and this should be signed by the Chief Executive Officer / Managing Director of the bidder.</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Substantiate your compliance by providing evidence and including page numbers in the proposal.</td></tr>
<tr><td>6.1.5. Resource plan
The bidder must submit a resource plan outlining the core team equipped to cover the following areas:
• Internal audit, performance audit and compliance audit services;
• IT audits including IT security audits; and
• Forensic investigations.</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Substantiate your compliance by providing evidence and including page numbers in the proposal.</td></tr>
<tr><td>6.1.6. Professional Qualifications and Memberships
It is mandatory for the senior resources of the preferred service provider (i.e., directors, associated directors and senior managers) to have the appropriate professional qualification(s) enabling them to perform internal audit services.
6.1.6.1. Professional qualifications/ certifications must include, but is not limited to the following:
• Certified Internal Auditor (accredited by the Institute of Internal Auditors), or
• Chartered Accountant (SA) (accredited by the South African Institute of Chartered Accountants (SAICA) and
• Certified Information Systems Auditor (CISA) or Certified Information System Manager (CISM) (with both CISA and CISM accredited by ISACA).</td><td></td><td></td><td></td></tr>
</table>

Criteria	Comply	Not Comply	Page Ref No:
6.1.6.2. Professional memberships: • Furthermore, all core members (except for IT auditors) of the internal audit team must be a member of the Institute of Internal Auditors. The bidder is required to complete **Appendix C** to substantiate compliance with this requirement.			
Substantiate your compliance by providing evidence and including page numbers in the proposal.			

6.2 Technical/ Functional evaluation criteria

The bidder must provide proof of documentation to the following requirements to substantiate what they have submitted as required. The bidder must package the response according to the format below and where additional information is provided/ attached somewhere else; such information must be clearly referenced. Bidders must obtain at least 70% or points on the technical evaluation to be considered for further evaluation on Price and B-BBEE. Bidders that fail to achieve 70% or points shall be disqualified.

NB: The AGSA may request shortlisted bidders to deliver a presentation to clarify aspects of their service offering, if deemed necessary.

No.	Technical Evaluation Criteria	Applicable scoring guideline	Weighting	Page Ref No:
6.2.1	**Quality management of audit** The bidder must submit evidence of the following: • The bidder's approach to perform an internal audit, including internal audit quality methodology and Quality Assurance and improvement process; • Signed Letter of undertaking from the bidder to confirm that the bidder adopts a quality assurance improvement programme (QAIP) as per the Global Internal Audit standards; and • A letter or certification, signed by an independent quality reviewer, where the bidder achieved at least a "General Conformance" quality rating.	• Evidence of internal audit quality methodology adoption as well as Quality Assurance and Improvement Programme including a letter or certification demonstrating a "General Conformance" quality rating **(20 points)** • Evidence of internal audit quality methodology adoption as well as Quality Assurance and Improvement Programme including a letter or certification demonstrating a "Partial Conformance" quality rating **(10 points)** • Evidence of internal audit quality methodology adoption as well as Quality Assurance and Improvement Programme **(5 points)**	20	

No.	Technical Evaluation Criteria	Applicable scoring guideline	Weighting	Page Ref No:
		• No evidence of Quality Assurance and Improvement Programme as well as adoption of internal audit quality methodology **(0 points)**		
6.2.2	**Bidder's internal audit experience** The bidders internal audit services experience in the public sector, including specialised skills, expertise and value-added services. To demonstrate knowledge and experience, the bidder must submit contactable client references where the bidder has successfully concluded internal audit work within the public sector in terms of scope and complexity in the past five (5) years. A minimum of three (3) client references is recommended. The bidder is required to complete **Appendix D** to substantiate compliance with this requirement.	• 3 or more client references, meeting defined expectations have been included **(20 points)** • 2 out of 3 client references, meeting defined expectations have been included **(15 points)** • 1 out of 3 client references, meeting defined expectations have been included **(5 points)** • None of the submitted client references meet defined expectations **(0 points)**	20	
6.2.3	**Qualifications and experience of the proposed team of resources** Assessment of the condensed curricula vitae of personnel who will be assigned to the AGSA's account. (Qualifications and experience of proposed resources). Audit personnel should have the relevant number of years' experience as well as relevant professional qualifications as follows: • At least two (2) Executive/ Director level personnel should have a minimum of 10 years internal audit experience, including 5 years internal audit experience in public sector and should be a qualified CIA or CA(SA) or equivalent • All Middle management (Audit managers, Senior Managers, associate director) audit personnel proposed should have a minimum of 8 years internal audit experience, including 4 years internal audit experience in public sector and	• The proposed team of resources meets all the expectations as stipulated **(25 points)** • The proposed team of resources meets at least 70% of the expectations as stipulated **(20 points)** • The proposed team of resources meets at least 50% of the expectations as stipulated **(10 points)** • The proposed team of resources meets less than 50% of the expectations as stipulated **(0 points)**	25	

No.	Technical Evaluation Criteria	Applicable scoring guideline	Weighting	Page Ref No:
	should be a qualified CIA or CA(SA) or equivalent • All Auditor or specialist level personnel proposed should have a minimum of 5 years internal audit experience, including 2 years internal audit experience in public sector with a B Com degree or any audit related qualification. • At least one (1) member of the audit team at the executive/ director or middle management level should have a minimum of 10 years IT audit experience, including 5 years IT security audit experience in a complex environment and should have a CISA, CISM or any IT security equivalent certification. The AGSA reserves the right to assess the proposed number of resources in line with its scope of the internal audit requirements as well as the audit plan and the audit methodology as proposed by the bidder, to determine whether it is sufficient to meet the required objectives.			
6.2.4	**Internal Audit methodology, execution plan and value add** The bidder is expected to clearly stipulate its audit methodology and approach on its proposed three-year audit rolling plan to achieve the internal audit objectives. This should cover short, medium and long-term objectives including all the risks highlighted in the risk register and potential risks highlighted in the AGSA Strategic Plan. The bidder should further include the associated audit tools to be used as well as the proposed resources to successfully execute on the assignment. The bidder should indicate what information would be required for it to successfully execute this assignment. The bidder should also highlight any value-add services that will be introduced in its approach.	• Bidder meets all the specification requirements and demonstrates practical value-add services **(30 points)** • Bidder meets all the specification requirements **(25 points)** • Bidder meets some specification requirements **(15 points)** • Bidder does not meet any of the specification requirements **(0 points)**	30	

No.	Technical Evaluation Criteria	Applicable scoring guideline	Weighting	Page Ref No:
6.2.5	**Geographic reach** The bidder must demonstrate its geographical footprint by providing a work method plan that will be used to service the AGSA regional offices	• Work method plan demonstrating that the bidder has an effective and well-practiced project management process and technology capabilities to audit remotely **(5 points)** • Work method plan demonstrating that the bidder has some practiced project management process and some technology capabilities **(3 points)** • Work method plan demonstrating that the bidder has no practiced project management process and no technology capabilities or Work method plan not submitted **(0 points)**	5	
		Total	**100**	

The minimum qualifying score for functionality is (70 out of 100) points. All bidders must obtain at least 70% or points on the technical evaluation stage to be considered for further evaluation on Price and B-BBEE. Bidders that fail to achieve 70% or points shall be disqualified.

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

1 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES	NO

Important: If not firm for the full period, please refer to paragraph 5 below to provide details of the basis on which price adjustments shall be applied e.g CPI ,etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No
If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate: ***For purposes of this tender, the ZAR Rate to be quoted on for major foreign currencies should be as follows:*** ***1 US Dollar to ZAR – R17.78*** ***1 British Pound to ZAR – R24.12*** ***1 EURO to ZAR – R20.29*** ***Note – this is the South African Reserve bank rate as of 06 June 2025 and will apply to evaluate price proposals during the tender evaluation stage. Any Rate of exchange fluctuations will be addressed as part of contract negotiations with the recommended bidder. Bidders proposing pricing in any other foreign denomination, should clearly indicate such with the associated ZAR rate as of 06 June 2025.***		

5 **Price**

5.1 Is the proposed bid price subject to any escalations?

Yes	No

5.2 If the proposed bid price is subject to any escalations, then please stipulate, in detail, the following:

	Response from bidder
5.2.1. Which price line item(s) is subject to escalations?	
5.2.2. What is the escalation percentage (%) for the affected price line item(s)?	
5.2.3. What is the frequency of escalation for the affected price line item(s)?	
5.2.4. Is the escalation percentage fixed or variable for the affected price line item(s)?	
5.2.5. What is the escalation(s) based on whether fixed or variable? (e.g. CPI, fixed price increases in line with business operating model, etc.)	
5.2.6. Is any price line item(s) linked to the exchange rate? If yes, then stipulate the relevant line item(s).	
5.2.7. Was the stipulated Rate of Exchange (RoE), as provided in the table above, applied to the foreign currency conversion?	

6

Payments will be linked to specified deliverables after such deliverables have been approved by the AGSA. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The AGSA reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction Note on Cost Containment Measures**, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.	Comply	Not Comply
Substantiate / Comments		

8 COSTING MODEL FOR A PERIOD COVERING THREE (3) FINANCIAL YEARS FROM 2026/27-2028/29

BIDDERS MUST COMPLETE APPENDIX A: PRICING SCHEDULE IN FULL TO INDICATE THEIR PROPOSED PRICING OVER THE REQUIRED PERIOD

SUMMARY OF THE COST PROPOSAL

NO.	FINANCIAL YEAR	BIDDER'S PROPOSED COST (INCL. VAT)
1.	FY 2026/27	
2.	FY 2027/28	
3.	FY 2028/29	
6.	Disbursements (if applicable)	
7.	Other Costs (if applicable)	
8.	Other Proposed Value Add Services (if applicable)	
	TOTAL	

Price Declaration Form

Dear Sir/Madam,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **AGSA/07/2025,** the General Conditions, and all other Annexures to the RFP Document, we offer to provide an Internal Audit Services to the Auditor-General South Africa (AGSA) for a period covering three (3) financial years from 2026/27 – 2028/29 at a total cost of:

R...

.. (Including VAT)

In words

R...

.. (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that AGSA will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the AGSA.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED ______________________________ **DATE** _______________

(Print name of signatory) ______________________________

Designation ______________________________

FOR AND ON BEHALF OF: COMPANY NAME ______________________________

Tel No: ______________________________

Cell No: ______________________________

SECTION 4: ANNEXURES

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: ______________________________

Name of Bidder: ______________________________

Authorised signatory: ______________________________

Name of Authorised Signatory: ______________________________

Position of Authorised Signatory: ______________________________

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub-Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Subcontractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Sub-contracted work as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1.	**TAX COMPLIANCE REQUIREMENTS**
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	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.
1.3	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.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS PIN.

2.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**	
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ 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 1.3 ABOVE.

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: ______________________

Name of Bidder: ______________________

Authorised signatory: ______________________

[*Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.*]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African 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 South African National Treasury after the *audi alteram partem* rule was applied).	Yes ☐	No ☐
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid 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 Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes ☐	No ☐
	If so, provide particulars:		
3.3	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 ☐	No ☐

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any AGSA employee or part of AGSA current or past staff (employee) establishment?	Yes ☐	No ☐
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, ________________________________ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: ____

Company Registration Number: ____

Company VAT Registration Number: ____

____

Signature

____

Date

Annexure 4: Declaration of Interest

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

- The bidder is employed by the state; and/or

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder[2]):

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.

[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**

2.7.1 If so, furnish the following particulars:

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

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

………..

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

Any other particulars:

………………………………………………………………

………………………………………………………………

………………………………………………………………

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

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

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

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

…………………………………………………………………….

…………………………………………………………………….

…………………………………………………………………….

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

2.8.1 If so, furnish particulars:

…………………………………………………………………..

…………………………………………………………………..

…………………………………………………………………...

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

2.9.1 If so, furnish particulars.

…………………………………………………………………...

……………………………………………………………..…..

…………………………………………………………………

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the AGSA 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 company whether or not they are bidding for this contract? The AGSA reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes. **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 Employee Number / Persal Number**

DECLARATION

I, THE UNDERSIGNED (NAME)………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT AGSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………..   ..…………………………………………….

Signature   Date

………………………………….   ………………………………………………

Position   Name of bidder

Annexure 5: Certificate of Independent Bid Determination

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] 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:

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 consortium[3] 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.
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

Annexure 6: Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

6.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME)…………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

…………………………………….. ..………………………………………………

Signature Date

……………………………………. ………………………………………………….

Position Name of bidder

Annexure 7: B-BBEE CLAIM FORM

This preference form must form part of all invited bids. 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.

General Conditions

1.1 Failure on the part of a bidder to submit a valid B-BBEE certificate issued or a certified copy by a verification professional regulator or Affidavits in respect of EME's and QSE's will be allocated a score of "0" for B-BBEE points

1.2 The AGSA 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 AGSA.

Definitions

1.3 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

1.4 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.5 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act;

1.6 “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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

1.7 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 ("B-BBEE Act");

1.8 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

1.9 “consortium or joint venture” 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;

1.10 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

1.11 “EME” means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;

1.12 “QSE” means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;

1.13 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

1.14 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

1.15 “non-firm prices” means all prices other than “firm” prices;

1.16 “person” includes a juristic person;

1.17 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes;

1.18 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

1.19 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act and promulgated in the Government Gazette on 9 February 2007; Adjudication Using a Point System

1.20 The bidder obtaining the highest number of total points will be awarded the contract.

1.21 Preference points for this tender has been set at the 80/20 system. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

1.22 Points scored must be rounded off to the nearest 2 decimal places.

1.23 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.

1.24 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

1.25 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

Points Awarded for B-BBEE Status Level of Contribution

1.26 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

1.27 A bidder who qualifies as an EME or QSE in terms of the B-BBEE Act must submit an affidavit confirming Annual Total Revenue and Level of Black Ownership.

1.28 A bidder other than EME or QSE must submit a valid B-BBEE certificate or a certified copy thereof issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA)

1.29 A consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

1.30 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

1.31 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

1.32 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends to sub-contract more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

1.33 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Bid Declaration

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

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THIS ANNEXURE

1.35 B-BBEE Status Level of Contribution:

………… = ………… (Maximum of 20 points)

Annexure 8: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the AGSA to conduct background checks on bidders and its shareholders and directors, the AGSA hereby requires bidders to provide the following additional information:

9.1 The AGSA considers the integrity of its appointed service providers to be of critical importance. The AGSA reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.

9.2 To this end, the AGSA requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the AGSA to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):

9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;

9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and

9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.

9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner.

9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to AGSA indicating the nature and extent of such changed circumstances.

9.5 The AGSA reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the AGSA.

9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the AGSA will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the AGSA; and if it reaches an adverse conclusion the AGSA will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Auditor General South Africa (AGSA). To do so, AGSA follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

Bidders are therefore required to complete the below and submit as part of their bid response:

Consent to process information according to Popia

a) The bidder gives consent and accepts that the information provided by the bidder shall be used for the purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder, Sars, CIPC) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.

YES/NO

b) The bidder gives consent and accepts that the AGSA may use personal data to investigate potential risks such as fronting, criminal conduct and unethical conduct, for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The AGSA may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purposes.

YES/NO

c) The AGSA may share the bidder's personal data with third parties to support our bid evaluation processes.

YES/NO

d) Bidders must be aware that personal information collected as a result of this process may be used for secondary purposes such as the internal and external audit process.

YES/NO

e) The bidder's personal data shall be kept confidential and be used for the purpose intended for this bid and shall not be shared with third parties for unrelated or unlawful purposes. In addition, the information shall be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information shall be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases, the bidder shall be informed and such impact effected.

YES/NO

f) Bidders must note that if they do not provide consent and submit their personal information as required, the AGSA would be unable to evaluate your bid. This complies with section 18 (1) (d) (e) of the Popia, meaning submission of such personal information is voluntary, and the consequences of not submitting such personal information is that the AGSA would not be able to process your submission.

YES/NO

Information security measures that the AGSA implements

The AGSA secures personal information in its possession and control through technical and organisational safeguards, which it has implemented to protect the integrity and confidentiality of personal information in accordance with generally accepted information security practices and procedures.

I, ______________________________ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: ____

Company/ Entity Registration Number: ____

Company/ Entity VAT Registration Number: ____

____

Signature (Company/ Entity Representative)

____

Date