



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY			
NOTICE NUMBER:	N9/2023/2024	CLOSING DATE:	05 APRIL 2024
DESCRIPTION	EXTERNAL ASSESSMENT OF INTERNAL AUDIT		
CLOSING TIME: 11:00 AM			

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX

SITUATED AT (STREET ADDRESS)

OLD AGRIVEN BUILDING
THOHOYANDOU
0950

SUPPLIER INFORMATION

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

TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	MS MALOKA M.P
CONTACT PERSON	MR MUDZILI TP	TELEPHONE NUMBER	015 962 7651
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 4020
FACSIMILE NUMBER	MudziliTP@thulamela.gov.za	E-MAIL ADDRESS	

PART B



MBD1

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 ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

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THULAMELA MUNICIPALITY

INVITATION TO NOTICE

EXTERNAL ASSESSMENT OF INTERNAL AUDIT

Thulamela Municipality invites prospective service providers for provision of the following service:

Notice Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: N19/2023/2024	External assessment of internal audit	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Ms Maloka M.P. (015 962 7651) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points and Functionality.

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **Non-refundable bid price of R3.00 per page** as from **20 March 2024** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS sub folder** on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ **Tax Compliance Status Letter or Tax Compliance Pin Number.**
- ❖ **Company registration documents (e.g., CK).**
- ❖ **Proof of registration on CSD.**
- ❖ **Professional membership with Institute of Internal auditors.**
- ❖ **Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid). Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.**
- ❖ **List of similar projects completed in the last 5 years by the company with client's contact details, description, and contract values (Attach signed appointment letters and/or official purchase orders).**

Tenderers should note the following: Functionality will be scored out of **100%** and the **minimum threshold to qualify is 70%**. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality score table

CRITERIA	Points allocated
Assessor or assessment team(Project Team Leader) must be a Certified Internal Auditor (CIA).	20
Completion of the Institute of Internal Auditor's quality assessment training course or similar training.	20
Professional Membership with the Institute of Internal Auditors	10
Three years' experience in professional practice of internal auditing as: Chief Audit Executive(CAE) or comparable Senior internal audit manager or knowledge of leading Internal Auditing Practices.	20
Competency in conducting the external quality assessment process. Attach at least two confirmation letters.	20
Experience in similar Organizations. Attach at least one confirmation letter.	10
TOTAL	100

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80/20 preferential points system**.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3

4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2
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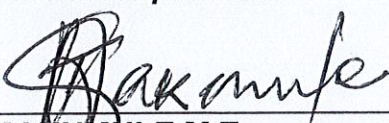
Sealed bid documents must be submitted in envelopes clearly indicating ***"BID NUMBER AND DESCRIPTION"*** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou** by no later than **11H00 on, 05 April 2024**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB:

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.


MAKUMULE M.T.
MUNICIPAL MANAGER

18.03.2024
DATE

SPECIFICATION: INDEPENDENT EXTERNAL ASSESSMENT OF THE INTERNAL AUDIT FUNCTION.

A. NATURE OF ASSESSMENT.

1.	Type of External assessment required: Full external assessment. External assessment assesses conformance with International Professional Practice Framework(IPPF) mandatory guidance: the Definition of Internal Auditing and the <i>Standards</i> and an evaluation of whether the Internal Auditors apply the Code of Ethics.
2.	Full assessment must be conducted by a qualified, independent external assessor or assessment team. The team should be comprised of competent professionals under the leadership of an experienced and professional project team leader.
3.	A qualified assessor or assessment team must demonstrate competency in two areas: Professional practice of internal auditing and the external quality assessment process.
4.	External assessor/assessment teams and their organizations should be free from conflict of interest that could impair objectivity. An independent assessor or assessment team need not have a real or apparent conflict of interest and not be a part of or under control of the Thulamela Local Municipality.
5.	A qualified assessor or assessment team must have gained experience in similar Organizations.

B. QUALIFICATIONS OF ASSESSOR/ASSESSMENT TEAM.

1.	Preferred qualifications and competencies include: • A competent certified internal audit professional such as a Certified Internal Auditor (CIA). • Current in-depth knowledge of International Professional Practice Framework(IPPF). • Knowledge of leading Internal Auditing Practices. • At least three years of recent experience in the practice of internal auditing at a senior level that demonstrates a working knowledge and application of the IPPF.
2.	Preferred competencies of assessment team leaders: • An additional level of competence and experience gained from previous external quality assessment work, and or completion of the Institute of Internal Auditor's quality assessment training course or similar training. • Chief Audit Executive(CAE) or comparable Senior internal audit management experience. • Relevant Technical experience and industry experience.

C. SCOPE OF WORK

1.	External assessment assess conformance with International Professional Practice Framework(IPPf) mandatory guidance: the Definition of Internal Auditing and the <i>Standards</i> and an evaluation of whether the Internal Auditors apply the Code of Ethics.
2.	Nature of External Assessment 1. The assessment should result in a conclusion on conformance. 2. The scope of work performed by the Internal Audit Activity to be covered by the assessment: Conformance with the Internal Audit Activity's charter, plans, policies, procedures, practices and applicable legislative and regulatory requirements. 3. Efficiency and effectiveness of Internal Audit Activity measured through assessment of Internal Audit Activity's • Processes and infrastructure. • Mix of knowledge , experience and expertise 4. The extent to which the Internal Audit Activity meets expectations of the management and operations and, adds value to the organization.

D. EVALUATION CRITERIA

FUNCTIONALITY SCORE TABLE

CRITERIA	Points allocated
Assessor or assessment team(Project Team Leader) must be a Certified Internal Auditor (CIA).	20
Completion of the Institute of Internal Auditor's quality assessment training course or similar training.	20
Professional Membership with the Institute of Internal Auditors	10
Three years' experience in professional practice of internal auditing as: Chief Audit Executive(CAE) or comparable Senior internal audit manager or knowledge of leading Internal Auditing Practices.	20
Competency in conducting the external quality assessment process. Attach at least two confirmation letters.	20
Experience in similar Organizations. Attach at least one confirmation letter.	10
TOTAL	100

The following is a statement of related work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed