



## **National Construction Incubator**

**RFQ No: 3/2022**

**REQUEST FOR PROPOSAL:  
PROVISION OF INTERNAL AUDIT SERVICES**

**CLOSING DATE: 31 March 2021**

**TIME: 17H00**

**1. Proprietary Information:**

The National Construction Incubator (NCI) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NCI. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NCI.

**2. Enquiries**

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to the officials named below:

**Contact persons (all questions should be in writing)**

**Commercial & Technical**

Sandile Matiwane

Supply Chain Management

Executive Manager Finance

Tel: 073 326 6306

Email: [nciscm@natci.org.za](mailto:nciscm@natci.org.za)

**3. Medium of Communication**

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

**4. Verification of Documents**

Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NCI in regard to anything arising from the fact that pages are missing or duplicated.

**5. Validity Period**

Responses to this tender received from tenderers will be valid for a period of **150** days counted from the closing date of the tender.

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

### 6. Submission of Tenders

- 6.1. Tenders should be submitted via email, subject line “**Your Companies name (TENDER RFQ 3/2022, Provision of Internal Audit Services)**”.by no later than **17h00 on 31 March 2022.**
- 6.2. All documents submitted should be clearly named.
- 6.3. All documents submitted should be listed in the body of the email submitted.
- 6.4. No tender received by telegram, telex, facsimile, courier, post or similar medium will be considered.
- 6.5. Where a tender document has not been submitted by the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 6.6. Amended tenders may be sent in an email by replying to the initial email sent and specifying why an amendment has been made and what has been amended.
- 6.7. The tenderer is responsible for all the costs that shall be incurred in relation to the preparation and submission of the tender document.
- 6.8. A list of all references (minimum 3) with contact details must be included in the tender documents submitted.
- 6.9. Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this tender should the tenderer be successful must be attached to the proposal.

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

6.10. The following information also needs to be provided with the tender document:

- Names and details of senior management
- Employment equity details of employees at an operational level
- Percentage of ownership by number of:
  - o Black ownership
  - o Black women ownership
  - o White women ownership
- Percentage of ownership by profit share of:
  - o Black ownership
  - o Black women ownership
  - o White women ownership

6.11. An original valid Tax Clearance certificate must be included in the tender document. Failure to submit a certificate would render your tender invalid.

6.12. Copy/ies of any affiliations that you may have must be attached to the response to this tender.

6.13. Kindly note that the NCI is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.

6.14. The NCI reserves the right not to accept the lowest tender or any tender in part or in whole.

6.15. The NCI reserves the right to award this tender to a black empowered firm.

6.16. The NCI also reserves the right to award this tender to any party whom it decides as a whole or in part without furnishing reasons. The NCI reserves the right to withdraw this tender at any stage with or without giving reasons.

6.17. The tenderer hereby offers to render all or any of the services described in this tender document to the NCI on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the tenderer's response thereto shall form part of any service level agreement that

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

may be concluded between the NCI and the tenderer. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.

- 6.18. Tenders submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the tender.
- 6.19. The tenderer shall prepare for a possible presentation should NCI require such and the tenderer shall be notified thereof no later than 2 (two) days before the actual presentation date.
- 6.20. The tenderer hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NCI during the validity period indicated herein.
- 6.21. The tenderer furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.22. The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.
- 6.23. The NCI will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NCI will only process your information (which involves but is not limited to collecting, collating, organizing, disseminating and destroying) in the following circumstances:
  - where you have granted the necessary consent;
  - where we are required to do so by law;
  - where processing is necessary to protect our legitimate interests;

## **CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**

- where it is necessary for the conclusion or performance of a contract to which you are party; or
- where it is in the public interest to do so.

By signing this tender document (RFQ), the bidder hereby consents to the use of their personal information which forms part of the tender process and as may be discovered by the NCI and confirm that the information is supplied voluntarily without undue influence from any party. Tenderers acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

|   |  |
|---|--|
| Name of your Company (in block letters)   |  |
| Signature(s) of the Bidders   |  |
| Name of person signing (in block letters)   |  |
| Capacity  |  |
| Are you duly authorized to sign this tender?  |  |
| Company Registration Number   |  |
| VAT Registration Number   |  |
| Postal address (in block letters)   |  |
| Physical address (in block letters)   |  |
| <i>Domicillium citandi et executandi</i> in RSA (full) street address) (in block letters) |  |
| Contact Person  |  |
| Telephone Number  |  |
| Fax Number  |  |
| Cell Number   |  |
| E-mail  |  |

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**

## 7. EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following parameters and shall be scored on the weightings stated below. Bidders will need to attain a minimum 60 of out of 100 points to proceed to the next stage, i.e., Price and B-BBEE evaluation:

| No. | Criteria                                       | Measure of Criteria   | Weight |
|-----|--|---|--------|
| 1.  | Company Experience -<br>Years of experience    | Bidder must provide a company profile which details work experience in providing internal audit services. The profile should include the following: <ul style="list-style-type: none"> <li>List of Internal Auditing work conducted over the years with details on the type of audit conducted (private &amp; public sector clients), duration of contract</li> <li>Proof of company registration - CIPC related documents</li> </ul>   | 30     |
| 2.  | Company Experience<br>Reference Letters        | Bidders must provide valid, signed, contactable 3 reference letters on client's letterhead not older than 5 years where your company has provided internal audit services. The reference letter must include the following: <ul style="list-style-type: none"> <li>Description of service provided.</li> <li>Duration of contract</li> <li>Indication of satisfaction with the service</li> </ul> <p>NCI reserves a right to contact provided references to confirm information provided.<br/>Point Allocation: 3.33 points for each letter</p>   | 10     |
| 3   | Resource Experience<br>Senior Internal Auditor | The Senior Internal Auditor must possess a post-graduate qualification in Accounting or Internal Auditing with minimum of 4 years' experience in internal audit and must be registered with IIA.<br>Documents to be submitted: <ul style="list-style-type: none"> <li>Detailed CV</li> <li>Certified qualification</li> <li>Proof of IIA registration</li> </ul> <p>CV with not qualification and <b>proof of IIA registration</b> will not be evaluated.<br/>Point Allocation: <ul style="list-style-type: none"> <li>Less than 4 years – 0</li> <li>4 years and above – 10 points</li> </ul> </p> | 10     |



|       |  |  |     |
|-------|--|--|-----|
| 4.    | Resource Experience<br><b>Manager Internal Auditor</b> | <p><b>The Manager Internal Auditor CIA/CA</b> qualification with minimum of 5 years' experience in internal audit and must be registered with IIA.</p> <p><b>Documents to be submitted:</b></p> <ol style="list-style-type: none"> <li>Detailed CV</li> <li>Certified qualification</li> <li>Proof of IIA registration</li> </ol> <p>CV with not qualification and proof of IIA registration will not be evaluated.</p> <p><b>Point Allocation:</b></p> <ul style="list-style-type: none"> <li>Less than 4 years – 0</li> <li>5 years and above – 10 points</li> </ul>   | 10  |
| 5.    | Resource Experience<br>Internal Auditor                | <p>The Internal Auditor B Com Accounting / B-Tech in Internal Auditing qualification with minimum of 3 years' experience in internal audit.</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> <li>Detailed CV</li> <li>Certified qualification</li> </ul> <p>CV with not qualification will not be evaluated.</p> <p>Point Allocation:</p> <ul style="list-style-type: none"> <li>Less than 3 years – 0</li> <li>3 years and above – 10 points</li> </ul>   | 10  |
| 6.    | Experience in Public Entity<br>internal audit          | <p>The company and resources must have experience in providing internal audit services with public entities.</p> <p>Company:</p> <ul style="list-style-type: none"> <li>Less than 5 years – 0</li> <li>5 years and above – 10 points</li> </ul> <p>Manager Internal Audit</p> <ul style="list-style-type: none"> <li>Less than 3 years – 0</li> <li>3 years and above – 10 points</li> </ul> <p>Senior Internal Auditor</p> <ul style="list-style-type: none"> <li>Less than 3 years – 0</li> <li>3 years and above – 10 points</li> </ul> <p>CVs and company profile will be used to evaluate these criteria.</p> | 30  |
| Total |  |  | 100 |

**Phase 2: 80/20 Preference Point System**

All bidders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

| <b>CRITERIA</b> | <b>POINTS</b>     |
|-----------------|-------------------|
| Price           | 80                |
| BEE             | 20                |
| <b>TOTAL</b>    | <b>100 points</b> |

**SECTION: 2**

**TERMS OF REFERENCE /**

**SCOPE OF SERVICE**

## **8. PREAMBLE**

The National Construction Incubator Trust "NCI" was established, for the purposes of developing SMME's in the construction industry, by hosting and facilitating skills programmes and a mentorship programme to ensure that skills development, sustainability and growth of SMME's is achieved.

### **OVERALL OBJECTIVE**

The objective of the RFQ process is to appoint three suitably experienced professional service providers to submit proposals for the provision of Internal Audit Services for a period of three years

- Assisting the organization in performing a risk assessment and compiling a risk register;
- Preparation of a risk based strategic internal audit three year rolling plan;
- Preparation of a risk based annual plan;
- Execution of audit projects as per the Internal Audit plans;
- Audit of performance management system;
- Audit of Information Technology and General Controls;
- Reviewing the means of safeguarding assets and verifying the existence of assets
  
- Reporting the outcome and findings of each assignment to management and making recommendations for control and procedural improvements as appropriate;
- Preparing and presenting internal audit reports for audit engagements undertaken to the audit committee;
- Follow up on recommendations of audit findings in prior internal audit reports; and
- Assist the entity in rectifying audit findings of the external auditors.
- Conduct audit of Trust Property Control Act and pre-determined objectives
- Attend Audit, Risk and Finance Committee meeting for presentation of internal audit reports.

## **9. PAYMENT**

The NCI undertakes to pay valid invoices based on terms that will be discussed.

## **SECTION: 3**

### **PRICING**

**Pricing (Attach separate price schedule, stating all pricing information including levels of seniority, hourly rates, costs, fees, etc)**

**SECTION: 4**  
**BROAD-BASED BLACK ECONOMIC**  
**EMPOWERMENT**

## B-BBEE Supplier Assessment Form

Trading name of entity

Contact person

Physical Address

Contact telephone number

Fax number

Cell phone

Email address

Percentage black shareholding

Percentage black women shareholding

Percentage white women shareholding

Do you fall within a gazetted industry  
charter?

Are you a Qualifying Small Enterprise?  
(Annual turnover between R10 million  
and R50 million)

Are you an Exempt Micro Enterprise?  
(Annual turnover less than R10 million)

**Please attach your B-BBEE certificate or Sworn affidavit.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for all representations in this document and am aware of the repercussions that may arise as a result of any misrepresentation.

Name: \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

### **LIST OF TENDER RETURNABLES**

- Original valid Tax Clearance Certificate
- Declaration of Interest form
- Declaration of tenderer's past supply chain management practices
- BEE credentials / rating certificate
- Latest signed audited financial statements
- Evidence of registration/accreditation as an internal Auditor or other professional body
- Declaration of pending litigations against the auditing firm.
- Completed and signed tender document
- The following information also needs to be provided with the tender document:
  - Names and details of Senior Management.
  - Shareholder Certificates.
  - Details of employees at an Operational Level.
  - Percentage of ownership by:
    - ✦ Black Shareholders
    - ✦ Black Women
    - ✦ White Women
- At least three written references for similar work signed by the respective Chief Finance Officer/Chief Executive Officer, with contact details for validation.

**Failure to submit the required documents will result in the proposal being non compliant and will be disqualified.**



## Declaration of tenderer's past supply chain management practices

- 1 This tender may be disregarded if the tenderer, or any of its directors have:
  - Abused the institutions supply chain management systems;
  - Committed fraud or any other improper conduct in relation to such a system; or
  - Failed to perform on any previous contract
  
- 2 In order to give effect to the above, the following questionnaire may be completed and submitted with the tender

| Item  | Question   | Yes | No |
|-------|--|-----|----|
| 4.1   | Is the bidder or any of its directors a trustee of listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem rule was applied</i> ).  |     |    |
| 4.1.1 | If so, furnish particulars   |     |    |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>To access this Register enter the National Treasury's website, <a href="http://www.treasuy.gov.za">www.treasuy.gov.za</a> . click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445 |     |    |
| 4.2.1 | If so, furnish particulars   |     |    |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?   |     |    |
| 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?  |     |    |
| 4.4.1 | If so, furnish particulars   |     |    |

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

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Firm (director, shareholder etc): .....

2.4 Firm Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

2.7.1 If so, furnish the following particulars:

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

Position occupied in the Trust: .....

Any other particulars: .....

- .....
- 2.8 Did you or your spouse, or any of the firm's directors /  
shareholders / members or their spouses conduct business  
with the NCI 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 NCI 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 the bidder and any person employed by the  
NCI 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 /shareholders/ members of  
the firm 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:  
.....  
.....  
.....

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE NCI MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT ISSUED BY NATIONAL TREASURY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder