



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office; Supply Chain Management 19 Richards Drive,
Gallagher Convention Centre, Gallagher House, Level 3 West Wing Tel
+27 11 207 2600; E-mail: bidqueries@mict.org.za**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND
COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR BID REF: MICT/SETA/IA/05/2026

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A PANEL OF INTERNAL AUDIT SERVICE PROVIDERS FOR A PERIOD OF
THREE (3) YEARS**

BID CLOSING DATE: 27 AUGUST 2026 at 11:00 AM (SOUTH AFRICAN TIME)

BID REFERENCE NUMBER	MICT/SETA/IA/05/2026
BID DESCRIPTION	APPOINTMENT OF A PANEL OF INTERNAL AUDIT SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS
SUPPLIER BRIEFING SESSION	<u>N/A</u>
BID CLOSING DATE & TIME	27 AUGUST 2026 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
INSTRUCTION FOR SUBMISSION OF BID	<u>NB:</u> Bid must be received in a sealed envelope <u>(1 hard copy and 1 USB)</u> marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.



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SECTION 1: CHECKLIST INFORMATION

RETURABLE DOCUMENTS CHECKLIST

Request For Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report.		
SUPPLIER REGISTRATION ON CSD		
Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate (Where applicable)		
Financial Statements for 2023/2024 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR		
		NAME:		
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 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing

PART B: TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. 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 2.3 ABOVE.

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

SECTION 4: BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	

SECTION 5: ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

APPOINTMENT OF A PANEL OF INTERNAL AUDIT SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). Adhering to the key principles of the Skills Development Act and the National Skills Development Plan (NSDP), the SETA seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. BACKGROUND

- 2.1. The concept of the appointment of the Panel of Service Providers is considered and supported by the Board of MICT SETA to obtain a variety of skills that will assist improving the Internal Audit Function.
- 2.2. The objective of this process is to request the service providers to submit their expression of interest whereby they will be formally selected and appointed through contract on a three (3) year basis

3. PURPOSE

- 3.1. To invite service providers with the necessary expertise and experience to submit proposals for the Appointment of a service provider for the provision of a panel of Internal Audit Services for a period of Three (3) years of the MICT SETA.
- 3.2. The main aim of using the service providers is to take into account the following four major considerations:
 - 3.2.1. The need for high-quality services;
 - 3.2.2. The need for economy and efficiency;
 - 3.2.3. Complementing the existing capacity on specialist areas; and
 - 3.2.4. The need to give qualified service providers an opportunity to compete in providing the service

4. OBJECTIVES

- 4.1. The main objective of using the panel of internal audit services is to compliment skills gap and capacity of the MICT SETA in-house internal audit by providing assurance, consulting and specialised services.
- 4.2. The service to be provided by the panel of internal audit services are to be objective assurance and consulting activity, which will assist MICT SETA to accomplish its objectives, by bringing a systematic approach to evaluate and improve the effectiveness and efficiency of risk management, control and governance processes within the organisation.
- 4.3. The service provider must demonstrate the capability to perform the internal audit services in accordance with the Institute of Internal Auditing Standards and Practices, and any relevant legislation



5. SCOPE OF WORK AND REQUIREMENTS

- 5.1. The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) requires the expertise of suitably qualified Panel of Internal Audit Services to support the in-house MICT SETA Internal Audit department in the execution of its responsibilities.
- 5.2. The operating model will be on a co-sourced basis to support the MICT SETA's Internal Audit department in both strengthening the in-house team with skills and capacity to conduct the audit and conducting audits on behalf of IA as per the Audit & Risk Committee annually approved Internal Audit Plan. The audits will be directed by the Senior Manager Internal Audit & Risk and the Internal Audit Manager, and the reports will be issued by the Senior Manager: Internal Audit & Risk and the Internal Audit Manager of the Internal Audit department of the MICT SETA.
- 5.3. The Service Providers must be able to assist the in-house internal audit services in reviewing the entire operations of MICT SETA as and when required. In particular, ICT, Performance, Financial Audits and other Audits, governance and compliance issues, risk management and general assurance work regarding the:
- 5.3.1. Achievement of the organization's strategic objectives;
 - 5.3.2. Reliability and integrity of financial and operational information;
 - 5.3.3. Effectiveness and efficiency of operations and programs;
 - 5.3.4. Safeguarding of assets; and
 - 5.3.5. Compliance with laws, regulations, policies, procedures, and contracts
- 5.4. The following are amongst others, assignments to be carried out by Service Providers:
- 5.4.1. Governance Audits;
 - 5.4.2. Information Technology (IT);
 - 5.4.3. Data Analytics Audits;
 - 5.4.4. Performance Audits;
 - 5.4.5. Operational Audits;
 - 5.4.6. Financial Audits; and
 - 5.4.7. Ad-hoc audits will be required as and when need arises.

6. DELIVARABLES

Bidder must comply with the performance of audit assignments as follows:

- 6.1. Assignments are to be performed in accordance with the IIA's Global Internal Audit Standards. Such work shall further be subject to quality assurance reviews by the Senior Manager Internal Audit & Risk and the Internal Audit Manager at MICT SETA as and when required.
- 6.2. All audit reports and working papers will become the property of MICT SETA;
- 6.3. The performance of each assignment shall be in accordance with the approved annual internal audit plan and as per requests made by the in-house Internal Audit Manager;
- 6.4. In carrying out the work, the successful service provider must ensure that their staff maintains their objectivity by remaining independent of the activities they audit;
- 6.5. The appointed service provider should involve knowledgeable staff who will be in a position to transfer skills/knowledge to the in-house internal audit team;
- 6.6. On a mutually agreed basis, the responsible partner/ director/Project Lead shall meet with the Internal Audit unit management to report on progress of the work;
- 6.7. Any material non-compliance s must be reported immediately to the MICT's Internal Audit management without disclosing these to any other members of the staff. This also applies to



instances where serious fraud and irregularity is uncovered; Each assignment should consist of the following:

- 6.7.1. Notification letter;
- 6.7.2. Engagement letter;
- 6.7.3. Minutes of the opening/entrance meeting;
- 6.7.4. System Description (Process analysis document);
- 6.7.5. Risk and Control matrix document;
- 6.7.6. Audit Programme;
- 6.7.7. Audit working papers;
- 6.7.8. Audit Findings and recommendations;
- 6.7.9. Reporting (Draft Internal Audit Report and Final Internal Audit Report);
- 6.7.10. Follow-up of prior year findings;

The Service Providers must provide to the in-house Internal Audit Management the final Audit Reports with management responses, agreed action plans, implementation dates and responsible persons for review. Thereafter these reports will be distributed as follows, Senior Managers and Managers responsible for the implementation of recommendations; the Chief Executive Officer and the reports will be presented at the Audit and Risk Committee by the in-house Internal Audit Management.

7. DURATION OF THE PROJECT

Successful Bidders will be appointed to be part of the panel of internal audit service providers for a period of three (03) years.

8. OPERATION OF THE PANEL

Appointed bidders on the panel will be engaged on an as-and-when required basis to deliver internal audit services in line with the MICT SETA's mandate.

The service provider shall be held responsible for the conduct of his / her employees and the conduct of his sub-contractor's employees for the full duration of the contract.



SECTION 6: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated on the following set criteria.

6.1: FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **80 points** out of the **100 points** has been set.

Only bidders who meet or exceed the qualification threshold on technical functionality of **80 points** will be appointed to be part of the panel.

Note: All bidders achieving less than the set threshold of 80 points will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA			
NO	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAX POINTS
1	Experience and Qualification of the Engagement Director	The bidder's engagement director must have a minimum of ten (10) years of experience in auditing, including at least five (5) years in a Senior Manager role, with proven capability in leading audit engagements, managing teams, and stakeholder relationships. The engagement director must be in position of an Honours degree in Accounting/Auditing/Finance or similar field and must be a CIA or CA (SA). Experience of Engagement director (05 Points) The bidder must provide detailed CV of the engagement director highlighting a minimum of ten (10) years of experience in auditing, including at least five (5) years in a Senior Manager role, with proven capability in leading audit engagements, managing teams, and stakeholder relationships. The CV should clearly highlight the company worked for, start to end date, role held and responsibilities/ duties or the role. Points for submission of CV of the Engagement director highlighting Audit experience will be allocated as follows: - The bidder submitted CV of the engagement director highlighting ten (10) years of experience in auditing and five (05) years in a senior management role = 05 Points - The bidder submitted CV of the engagement director highlighting less than ten (10) years of experience in auditing and less than five (05) years in a senior management role = 0 Points Qualifications and Professional Certification of Engagement director (05 Points) The bidder must submit a certified copy of honours degree qualification or higher in Accounting/Auditing/Finance and proof of CIA or CA (SA). Certified copies must not be older than six (06) months. Points for submission of qualification and professional certification of the Engagement director will be allocated as follows:	10



		- The bidder submitted a certified copy of honours degree qualification or higher in Accounting/Auditing/Finance or similar and proof of CIA or CA (SA) = 05 Points - The bidder did not submit a certified copy of honours degree qualification or higher in Accounting/Auditing/Finance or similar and/or proof of CIA or CA (SA) = 0 Points	
2	Experience and Qualification of the Project Team Leader/Manager	The bidder's Project Team Leader/Manager must have a minimum of six (06) years of experience in auditing, including at least three (03) years in a team leadership role, with proven capability in managing audit assignments, supervising audit teams. Experience of Project Team Leader/Manager (05 Points) The bidder must submit a detailed CV of the proposed project team leader/ manager highlighting at least six (6) years of experience in auditing and at least three (3) years in a team leadership role, with proven capability in managing audit assignments, supervising audit teams. The CV should clearly highlight the company worked for, start to end date, role held and responsibilities/ duties or the role. Points for submission of CV of the Project Team Leader/Manager highlighting Audit experience will be allocated as follows: - The bidder submitted CV of the project team leader/ manager highlighting at least six (6) years of experience in auditing and at least three (03) years in a team leadership role = 05 Points - The bidder submitted CV of the project team leader/ manager highlighting less than six (6) years of experience in auditing and/or less than three (03) years in a team leadership role = 0 Points Qualifications and Professional certification of Project Team Leader/Manager (05 Points) The bidder must submit a certified copy of Honours degree qualification or higher in Accounting/Auditing/Finance or similar field and proof of CIA or CA (SA). Certified copies must not be older than six (06) months. Points for submission of qualification of the Project Team Leader/Manager will be allocated as follows: - The bidder submitted a certified copy of Honours degree qualification or higher in Accounting/Auditing/Finance or similar and proof of CIA or CA (SA) = 05 Points - The bidder did not submit a certified copy of Honours degree qualification or higher in Accounting/Auditing/Finance or similar and/or proof of CIA or CA (SA) = 0 Points	10
3	Experience and Qualification of the Project Team	The bidder must have at least three (03) proposed audit team members with a minimum of three (03) years of experience in auditing, showcasing a capability to perform audit procedures, analyse audit evidence, and contribute. Experience of the Project Team (05 Points) The bidder submitted CVs of three (03) audit project team members highlighting a minimum of three (3) years of experience in auditing, with the capability to perform audit procedures, analyse audit evidence, and contribute towards the drafting and finalisation of the audit report. Points for submission of three (03) CVs of the project team highlighting Audit experience will be allocated as follows: The bidder submitted three (03) CVs of the project team highlighting a minimum of three (3) years of experience in auditing, with the capability	10



		to perform audit procedures, analyse audit evidence, and contribute towards the drafting and finalisation of the audit report = 05 Points • The bidder submitted CVs of the project team highlighting less than three (3) years of experience in auditing, with the capability to perform audit procedures, analyse audit evidence, and contribute towards the drafting and finalisation of the audit report = 0 Points • The bidder submitted less than three (03) CVs of the project team or did not submit CVs of the project team = 0 Points Qualifications of the Project Team (03 Points) The bidder must submit certified copies of BTech qualifications or higher of the three (03) audit project team members in internal auditing or bachelor's degree in accounting/Audit/Finance or similar field. Certified copies must not be older than six (06) months. Points for submission of certified copies of qualifications of the project team will be allocated as follows: • The bidder submitted certified copies of BTech qualifications or higher of the three (03) audit project team members in internal auditing or bachelor's degree in accounting/Audit/Finance or similar field = 03 Points • The bidder did not submit certified copies of BTech qualifications or higher of the three (03) audit project team members in internal auditing or bachelor's degree in accounting/Audit/Finance or similar field or did not submit for all three (03) members = 0 Points Professional Affiliation of the Project Team (02 Points) The bidder must submit copies of proof of membership with the IIA or SAICA of the three (03) audit project team members. Points for submission of proof of affiliation/ membership of the project team will be allocated as follows: • The bidder submitted proof of IIA or SAICA membership for all three (03) audit project team members = 02 Points • The bidder did not submit proof of IIA or SAICA membership for all three (03) audit project team members or did not submit proof of membership for any team member = 0 Points	
4	Experience and Qualification of the ICT Auditor	The bidder's ICT auditor must have a minimum of five (05) years of experience in ICT auditing or IT-related assurance, including exposure to IT governance, information systems controls, cybersecurity controls, data management processes, and technology-related risks. Experience of ICT Auditor (05 Points) The bidder must submit a detailed CV of the ICT auditor highlighting a minimum of five (05) years of experience in ICT auditing or IT-related assurance, including exposure to IT governance, information systems controls, cybersecurity controls, data management processes, and technology-related risks. Points for submission of CV of the ICT Auditor highlighting ICT audit experience will be allocated as follows: • The bidder submitted CV of the ICT auditor highlighting at least five (05) years of experience in in ICT auditing or IT-related assurance, including exposure to IT governance, information systems controls, cybersecurity controls, data management processes, and technology-related risks = 05 Points • The bidder submitted CV of the ICT auditor highlighting less than five (05) years of experience in ICT auditing or IT-related assurance,	10



		including exposure to IT governance, information systems controls, cybersecurity controls, data management processes, and technology-related risks = 0 Points Qualification and Professional Affiliation of the ICT Auditor (05 Points) The bidder must submit a certified copy of BTech or higher qualification in ICT/Accounting/Finance/Audit or similar field and proof of CISA or ISACA membership. Certified copies must not be older than six (06) months. Points for submission of qualification and proof of membership of the ICT Auditor will be allocated as follows: • The bidder submitted certified copy of BTech qualification or higher in ICT/Accounting/Finance/Audit or similar field and proof of CISA or ISACA membership = 05 Points • The bidder did not submit certified copy of BTech qualification or higher in ICT/Accounting/Finance/Audit or similar field and/or proof of CISA or ISACA membership = 0 Points	
5	Bidder's Experience	The bidder must submit at least six (06) or more contactable reference letters highlighting experience in conducting the following audits: 1. Governance Audits 2. Information Technology (cybersecurity audits) 3. Data Analytic Audits 4. Performance Audits 5. Operational Audits 6. Financial Audits The reference letters must be on the client's letterhead with contactable details, dated, clearly indicating services rendered and duly signed by authorised personnel. Reference letters must be linked to the submitted portfolio of evidence. Points for submission of reference letters highlighting experience in conducting audits will be allocated as follows: • Bidder provided six (06) signed client reference letters covering all six (06) audits = 10 points. • Bidder provided five (05) signed client reference letters covering only five (05) audits = 08 points. • Bidder provided four (04) signed client reference letters covering only four (04) audits = 07 points. • Bidder provided three (03) signed client reference letters covering only three (03) audits = 05 points. • Bidder provided two (02) signed client reference letters covering only two (02) audits = 03 points. • Bidder provided one (01) signed client reference letter covering only one (01) audit = 01 points. • Bidder did not provide reference letters or provided reference letters that do not highlight experience in any of the above audit services = 0 Points Important: Submission of two (02) or more reference letters covering only 1 audit will be counted as one. Reference lists or award letters or purchase orders (POs) will not be considered for points allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award.	10



6	Methodology	The bidder must submit a detailed project methodology in executing the project and support services highlighting the following elements: 1.Planning 2.Execution 3.Reporting 4.Follow-up 5.Completion and handover of the audit file within the prescribed project period. Points for submission of a detailed methodology in executing the project will be allocated as follows: • The bidder submitted a detailed methodology that covers all six (06) elements = 30 points • The bidder submitted a detailed methodology that covers only five (05) elements = 25 points • The bidder submitted a detailed methodology that covers only four (04) elements = 20 points • The bidder submitted a detailed methodology that covers only three (03) elements = 15 points • The bidder submitted a detailed methodology that covers only two (02) elements = 10 points • The bidder submitted a detailed methodology that covers only one (01) element = 05 points • The bidder did not submit a detailed methodology or submitted a methodology that does not cover any of the elements = 0 Points	30
7	Quality Assurance	The bidder must submit a detailed Quality Management Plan highlighting the following elements: 1.Quality management and governance, 2.Supervision 3.Review 4.Monitoring, 5.Compliance, 6.Continuous improvement mechanisms. Points for submission of a detailed quality assurance plan will be allocated as follows: • The bidder submitted a detailed plan that covers all six (06) elements = 20 points • The bidder submitted a detailed plan that covers only five (05) elements = 15 points • The bidder submitted a detailed plan that covers only four (04) elements = 10 points • The bidder submitted a detailed plan that covers only three (03) elements = 08 points • The bidder submitted a detailed plan that covers only two (02) elements = 04 points • The bidder submitted a detailed plan that covers only one (01) element = 02 points • The bidder did not submit a detailed plan or submitted a plan that does not cover any of the elements = 0 Points	20
TOTAL			100
MINIMUM THRESHOLD			80

Note: Only bidders who meet or exceed the qualification threshold on technical functionality of 80 points will be appointed to be part of the panel.



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



I, the undersigned, (name)..... in
submitting the accompanying bid, do hereby make the following statements that I certify
to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not
to be true and complete in every respect;
- 3.3 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 consortium² will not be
construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or
arrangements with any competitor regarding the quality, quantity, specifications,
prices, including methods, factors or formulas used to calculate prices, market
allocation, the intention or decision to submit or not to submit the bid, bidding with the
intention not to win the bid and conditions or delivery particulars of the products or
services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the
bidder, directly or indirectly, to any competitor, prior to the date and time of the official
bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements
made by the bidder with any official of the procuring institution in relation to this
procurement process prior to and during the bidding process except to provide
clarification on the bid submitted where so required by the institution; and the bidder
was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND
COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of
combining their expertise, property, capital, efforts, skill and knowledge in an
activity for the execution of a contract.



PREFERENCE PROCUREMENT CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2 DEFINITIONS



- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement



Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;



- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS: