

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE CO-SOURCE AUDIT SERVICES FOR THE W&RSETA FOR A PERIOD OF THREE YEARS

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training.

2. OBJECTIVE OF BID

The objective of this tender is to appoint a firm that will assist the W&RSETA Internal Audit Department with Co-Sourced Audit Services relating to Information Communication Technology (ICT), Finance and Operational-related audits.

The W&RSETA has an in-house internal audit function, however, it requires the services of a co-source audit firm to assist with performing audits in line with the scope of service.

The successful service provider will be required to deliver service as follows:

- 2.1 Plan and execute allocated ICT, Finance and Operational audits planned for the 2026/27 financial-year and each following financial-year for the duration of the contract period.
- 2.2 Execute audits as planned and present completed reports to the Chief Audit Executive (CAE).
- 2.3 Ensure that line management is fully aware of audit findings and implications to business operations.
- 2.4 Assist the in-house internal audit function in the identification of application controls.
- 2.5 Work closely with external auditors to ensure that there is synergy of approach and minimise duplication of effort.
- 2.6 Ad-hoc reviews and investigations as may be determined by the CAE.

3. EXPECTED OUTCOMES AND DELIVERABLES

- Develop a three-year internal audit plan and a detailed annual operational plan for each year for the duration of the agreement.
- The Internal audit assignment must be conducted in accordance with the Institute of Internal Auditors (IIA) Global Internal Audit Standards (GIAS).
- The successful service provider will conduct audits from planning to reporting.
- Audit working paper files for completed audits. (This must be submitted prior to submission of invoice to W&RSETA).

4. DURATION OF CONTRACT

The duration of the contract is anticipated to run for a period of three years, starting from date of appointment. The contract will however be reviewed annually, subject to performance reviews. The work will mainly be performed at the W&RSETA Head Office in Centurion, Pretoria.

5. INFORMATION REQUIRED IN THE PROPOSAL

- Provide a detailed Three-year annual operational audit plan covering the three key focus areas within the organisation: namely ICT, Financial and Operational audits.
- Total costing for the three-year plan, including average hourly rate.
- The estimated hours per allocated audit engagement project will be approximately 240 hours per audit engagement (project hours aligned to the approved audit plan).
- The audit plan for the current year will however be adapted to the approved audit plan.
- The bidders are requested to submit with their proposal a high level a description of their methodology that includes the audit processes used, and the systems used. List of staff that will be involved in the audit engagements including their qualifications and experience.
- Provide an overview of the audit firm's experience and expertise with providing internal audit services.
- Provide an overview of the audit firm's experience with performing ICT, Financial and Operational audits listed above.
- Provide a list of clients for which the audit firm provides ICT, Financial and Operational audits listed above and other specialised internal audit services such as Ad-Hoc Reviews, Investigations and Probity but not limited to. Please specify those clients for which you have performed the services.
- Describe the policies and practices the audit firm maintains in order to ensure accuracy, consistency and confidentiality in the work performed.

- Provide references where similar services have been rendered.
- Provide proof (a confirmation letter for Wolters Kluwer) that the audit firm utilises TeamMate Plus system for audit work (Teammate +) including the organisation's data security protocols (Database Server and Application Server Security protocols) for TeamMate+.

6. MONITORING PROGRESS OF ASSIGNMENTS

The appointed service provider will work closely with the CAE and the Internal Audit Manager to ensure that the ICT, Financial and Operational audits are delivered within the agreed timelines and that working papers are received through a TeamMate Plus transport file replica and loaded on W&RSETA master file on Teammate Plus.

The appointed service provider shall ensure that all work performed conforms with the Global Internal Audit Standards (GIAS) and all applicable legislation. In addition, the service provider must ensure that there is adequate quality assurance in the execution of internal audit engagements in alignment with the GIAS.

7. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that its staff maintains their objectivity and remain independent throughout the activities they audit. No information obtained during the planning, execution and reporting of audit engagements or ad-hoc investigations may be shared to external or internal parties without the explicit consent of the W&RSETA Chief Audit Executive unless otherwise obligated by court of law.

8. BRIEFING SESSION

A compulsory briefing session will be conducted with interested bidders to clarify the requirements of the bid.

9. EVALUATION CRITERIA

A Three (3) Stage Evaluation process will be employed. In Stage One (1), all bids received will be evaluated based on compliance with bid requirements. Only bidders who meet all the criteria for compliance with bid requirements will proceed to Stage Two (2) where bids will be evaluated on Technical Requirements. Bidders who meet the minimum requirement of seventy out of one hundred (70 out of 100) will proceed to Stage Three (3) for Price and Specific Goals (Preferential Procurement Regulations (2022) in accordance with the Preferential Procurement Regulations utilizing 80/20 preference point system.

STAGE 1: BID REQUIREMENTS

Bidders must comply with the set of compliance requirements listed below. The compliance requirements stated below.

Mandatory Submission Requirements
SARS Tax Clearance Pin
Registration on the Central Supplier Database (CSD) or proof that the bidder has attempted to register.
One hard copy submission of the bid proposals i.e., original Compliance, Technical and Price Proposal

STAGE 2: TECHNICAL REQUIREMENTS

Only bidders who meet all the criteria for compliance with bid requirements will proceed to the next stage.

Technical Evaluation: ICT, Financial and Operational Audits	
Evaluation Criteria	Weighting
1. Audit methodology	5 Points
2. Company and approach	20 Points
3. Team Expertise: Experience and Qualifications	40 Points
4. Team Professional Body Membership	10 Points
5. References where Audits have been conducted	25 Points
Total	100 points

NB: Only bidders who score a minimum of 70% will be evaluated based in Stage 3

STAGE 3: PRICE AND SPECIFIC GOALS

Bidders who have met the minimum requirement for presentations will be evaluated for Price and Specific Goals according to the 80/20 preference point system prescribed in the PPPFA.

PREFERENCE POINT SYSTEM

The following preference point system applies to this invitation request for proposal:

The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

The points for this request for proposal shall be for:

- Price; and
- Specific Goals.

A maximum of 80 points is allocated for the price on the following basis. Points for this request for proposal: 80/20

$$\text{Where } P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_t} \right)$$

P_s = Points scored for the price of request for the proposal under consideration

P_t = Price of request for proposal under consideration

P_{min} = Price of lowest acceptable request for proposal

10. TECHNICAL EVALUATION

Technical Evaluation: ICT, Financial and Operational Audits			
Evaluation Criteria			Weighting
1. Audit Methodology			5 Points
2. Company Profile and Approach			30 Points
3. Team Expertise: Experience and Qualifications			40 Points
4. References where Audits have been conducted			25 Points
Total			100 Points
Mandatory Requirements			
Evaluation Criteria	Submission Requirements: Technical Threshold 70%		Weighting
Compliance Documentation	Mandatory Submission Requirements		
		Yes	No
	SARS Tax Clearance Pin.		
	Registration on the Central Supplier Database (CSD) or proof that the bidder has attempted to register.		
	Signed letter by Wolters Kluwer as evidence that the firm uses the Teammate Plus System (Teammate +).		
Proof of membership registration (valid membership registration certificate/document or letter of good standing/confirmation) for each member of the project team listed in the submission with the one of the following Institution:			0 Points
- The Institute of Internal Auditors South Africa (IIASA).			
- South African Institute of Chartered Accountants (SAICA).			
- Information Systems Audit and Control Association (ISACA).			
- Independent Regulatory Board for Auditors (IRBA)			

Technical Evaluation: ICT, Financial and Operational Audits				
Evaluation Criteria				Weighting
	<ul style="list-style-type: none"> - South African Institute of Professional Accountants (SAIPA), - South African Institute of Government Auditors (SAIGA). 			
	Standard Bidding Documents (SBD) must be fully completed and signed where required.			
	One hardcopy of bid proposals i.e. original Compliance, Technical and Price Proposal.			
Note: Failure to complete the SBD Documents will render the audit firm's bid as non-responsive				
Evaluation Criteria				Weighting
Submission Requirements: Technical Threshold 70%				
1.Audit Methodology	The bidder must provide a detailed audit methodology that the audit firm organization uses highlighting the audit processes followed.			
	Description	Weighting Points		
	Company profile showing the audit methodology used highlighting the audit process from planning to reporting: 0 Points: The bidder did not demonstrate a detailed audit methodology that is structured into the following phases: planning phases, execution phase, reporting phase and follow-up phase. 5 Points: The bidder has demonstrated a detailed audit methodology used that is structured into the following phases: planning phase, execution phase, reporting phase and follow-up phase.	5		
				5 Points

Technical Evaluation: ICT, Financial and Operational Audits						
Evaluation Criteria		Weighting				
	NB: Points will be allocated according to the above weighting. Bidders are to provide detailed information on the above aspects to justify points.					
2. Company Profile and Approach	The bidder's proposal should contain the company profile, it's approach and it must, also provide context about the audit firm and the professional service provided, including the size and location that services are available.					
	<table border="1"> <thead> <tr> <th>Description</th> <th>Weighting Points</th> </tr> </thead> <tbody> <tr> <td> <p>Bidders to demonstrate at least ten (10) years in the company profile of current and previous knowledge and experience in conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits:</p> <p>0 Point: Demonstration of less than three (3) years' experience conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits.</p> <p>5 Points: Demonstration of three (3) years but less than five (5) years' experience conducting Internal Audit services in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p> <p>8 Points:</p> </td> <td style="text-align: center; vertical-align: middle;">15</td> </tr> </tbody> </table>	Description	Weighting Points	<p>Bidders to demonstrate at least ten (10) years in the company profile of current and previous knowledge and experience in conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits:</p> <p>0 Point: Demonstration of less than three (3) years' experience conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits.</p> <p>5 Points: Demonstration of three (3) years but less than five (5) years' experience conducting Internal Audit services in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p> <p>8 Points:</p>	15	30 Points
	Description	Weighting Points				
<p>Bidders to demonstrate at least ten (10) years in the company profile of current and previous knowledge and experience in conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits:</p> <p>0 Point: Demonstration of less than three (3) years' experience conducting Internal Audit services in the public sector including public entities specifically operational audits, financial audits, and ICT audits.</p> <p>5 Points: Demonstration of three (3) years but less than five (5) years' experience conducting Internal Audit services in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p> <p>8 Points:</p>	15					

Technical Evaluation: ICT, Financial and Operational Audits		
Evaluation Criteria		Weighting
<p>Demonstration of five (5) years but less than ten (10) years' experience conducting Internal Audit services in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p> <p>11 Points: Demonstration of ten (10) years but less than fifteen (15) years' experience conducting Internal Audit service in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p> <p>15 Points: Demonstration of fifteen (15) years' experience and above conducting Internal Audit services in the public sector including public entities; specifically operational audits, financial audits, and ICT audits.</p>		
<p>List of at five (5) current and previous Internal Audit clientele for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector including public entities within five (5) years:</p> <p>0 Points: List of below five (5) clientele in the public sector with references for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector of which two (2) is public entities within five (5) years.</p> <p>5 Points:</p>	15	

Technical Evaluation: ICT, Financial and Operational Audits	
Evaluation Criteria	Weighting
	<p>List of five (5) clientele in the public sector references for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector of which two (2) are public entities within five (5) years.</p> <p>8 Points: List of five (5) clientele in the public sector references for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector of which three (3) are public entities within five (5) years.</p> <p>11 Points: List of five (5) clientele in the public sector references for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector of which four (4) are public entities within five (5) years.</p> <p>15 Points: List of five (5) clientele in the public sector references for which the audit firm has performed specifically; operational audits, finance audits, and ICT audits in the public sector of which five (5) are public entities within five (5) years.</p>
3. Team Expertise: Experience and Qualifications	<p>Demonstration of relevant experience and competencies of the project team that reflect experience in conducting ICT audits, Finance audits, and Operational audits. The Project team should include the following members with experience and qualifications listed below:</p>
	40 Points

Technical Evaluation: ICT, Financial and Operational Audits			
Evaluation Criteria			Weighting
	Resources	CV and experience required	Qualifications
	Director	CV and minimum twelve (12) years' experience in conducting Internal Audits (Finance audits, operational audits, and ICT audits)	Bachelor's degree and Honours degree and/or Masters and CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM
	Senior Manager	CV and minimum ten (10) years' in conducting Internal Audits (Finance audits, operational audits, and ICT audits)	Bachelor's degree and Honours degree and/or Masters and CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM
	Manager	CV and minimum eight (8) years' experience in conducting Internal Audit services (Finance audits, operational audits, and ICT audits)	Bachelor's degree and Honours degree and/or Masters and CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM
	Five Audit Team member's CVs with various audit skills (Operational Audits skill, Finance Audit skills and ICT Audit skills)	CV and minimum three (3) years' experience in conducting Internal Audits (Finance audits, operational audits, and ICT audits)	Post graduate degree or higher

Technical Evaluation: ICT, Financial and Operational Audits

Evaluation Criteria	Weighting
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- Bidders must submit both the CVs and certified qualification as form of evidence. Bidders that do not submit both documents will score zero (0).
- Bidder with foreign qualifications, must submit/attach SAQA accreditation.

A: Team Expertise - Experience

Description	Weighting Points
Provide each evidence of each team member’s CV and certified copies of certifications and qualifications:	
<p>Director:</p> <p>0 Points:</p> <p>Zero (0) points will be awarded if the director has less than twelve (12) years of relevant experience in conducting Internal Audits (Finance audits (12 Years), Operational audits (12 Years), and ICT audits(12 Years)).</p> <p>3 Points:</p> <p>Three (3) points will be awarded if the director has twelve to fourteen (12 to 14) years of relevant experience in conducting Internal Audits (Finance audits (12 to 14 Years), Operational audits (12 to 14 Years), and ICT audits (12 to 14 Years)).</p> <p>5 Points:</p> <p>Five (5) points will be awarded if the director has fifteen (15) years or more of relevant experience in conducting Internal Audits (Finance audits (15 Years), Operational audits</p>	5

Technical Evaluation: ICT, Financial and Operational Audits		
Evaluation Criteria		Weighting
(15 Years), and ICT audits (15 Years)).		
<p>Senior Manager:</p> <p>0 Points: Zero (0) points will be awarded if the senior manager has less than ten (10) years of relevant experience in conducting Internal Audits (Finance audits (10 Years), Operational audits (10 Years), and ICT audits (10 Years)).</p> <p>3 Points: Three (3) points will be awarded if the senior manager has ten to twelve (10 to 12) years or more of relevant experience in conducting Internal Audits (Finance audits (10 to 12 years), Operational audits (10 to 12 years), and ICT audits (10 to 12 years)).</p> <p>5 Points: Five (5) points will be awarded if the senior manager has more than twelve (12) years' relevant experience in conducting Internal Audits (Finance audits (12 years), Operational audits (12 years), and ICT audits (12 years)).</p>	5	
<p>Manager:</p> <p>0 Points: Zero (0) points will be awarded if the manager has less than eight (8) years of relevant experience in conducting Internal Audits (Finance audits (8 years), Operational audits (8 years), and ICT audits (8 years)).</p> <p>3 Points:</p>	5	

Technical Evaluation: ICT, Financial and Operational Audits			
Evaluation Criteria			Weighting
	<p>Three (3) points will be awarded if the manager has eight to nine (8 to 9) years or more of relevant experience in conducting Internal Audits (Finance audits (8 to 9 years), operational audits (8 to 9 years), and ICT audits (8 to 9 years)).</p> <p>5 Points: Five (5) points will be awarded if the manager has ten (10) years or more of relevant experience in conducting Internal Audits (Finance audits (10 years), Operational audits (10 years), and ICT audits (10 years)).</p>		
	<p>Audit Team: Audit Team with at least five (5) CVs with various audit skills (e.g., Audit Specialist, Data Analyst, Security Specialist).</p> <p>0 Points: Zero (0) points will be awarded if the auditor has less than three (3) years of relevant experience in conducting Internal Audits (Finance audits (3 years), Operational audits (3 years), and ICT audits (3 years)).</p> <p>3 Points: Three (3) points will be awarded if the auditor has three to four (3 to 4) years or more of relevant experience in conducting Internal Audits (Finance audits (3 to 4 years), Operational audits (3 to 4 years), and ICT audits (3 to 4 years)) The audit team must be a mix of experience.</p>	5	

Technical Evaluation: ICT, Financial and Operational Audits								
Evaluation Criteria		Weighting						
	<p>5 Points:</p> <p>Five (5) points will be awarded if the auditor has 5 (five) years or more of relevant experience in conducting Internal Audits (Finance audits, operational audits, and ICT audits). The audit team must be a mix of experience.</p>							
	<p>B: Team Expertise - Qualifications:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Weighting Points</th> </tr> </thead> <tbody> <tr> <td>Provide evidence of each team member's CV and certified copies of certifications and qualifications:</td> <td></td> </tr> <tr> <td> <p>Director:</p> <p>0 Points:</p> <p>Zero (0) points will be awarded if the director does not possess either of the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor's degree in Internal Audit/Accounting or equivalent or higher; and - Any of the following certifications/qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM <p>5 Points:</p> <p>Five (5) points will be awarded if the director possess the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor's degree Internal Audit/Accounting, or equivalent (NQF L7). </td> <td style="text-align: center; vertical-align: middle;">5</td> </tr> </tbody> </table>	Description	Weighting Points	Provide evidence of each team member's CV and certified copies of certifications and qualifications:		<p>Director:</p> <p>0 Points:</p> <p>Zero (0) points will be awarded if the director does not possess either of the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor's degree in Internal Audit/Accounting or equivalent or higher; and - Any of the following certifications/qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM <p>5 Points:</p> <p>Five (5) points will be awarded if the director possess the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor's degree Internal Audit/Accounting, or equivalent (NQF L7). 	5	
Description	Weighting Points							
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Technical Evaluation: ICT, Financial and Operational Audits		
Evaluation Criteria		Weighting
<ul style="list-style-type: none"> - Honours degree Internal Audit/Accounting , or equivalent (NQF L8) and/or Masters (NQF L9); and - One of the following qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM/ COBIT/ ITIL. 		
<p>Senior Manager:</p> <p>0 Points: Zero (0) points will be awarded if the senior manager does not possess either of the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor’s degree Internal Audit/Accounting , or equivalent (NQF L7); and - One of the following certifications/qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM <p>5 Points: Five (5) points will be awarded if the senior manager possess:</p> <ul style="list-style-type: none"> - Bachelor’s degree Internal Audit/Accounting , or equivalent (NQF L7) - Honours degree Internal Audit/Accounting , or equivalent (NQF L8) and/or Masters (NQF L9) - One of the following qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM/ COBIT/ ITIL. 	5	
<p>Manager:</p> <p>0 Points:</p>	5	

Technical Evaluation: ICT, Financial and Operational Audits		
Evaluation Criteria		Weighting
<p>Zero (0) points will be awarded if the manager does not possess either of the following qualifications and certifications listed below:</p> <ul style="list-style-type: none"> - Bachelor's degree Internal Audit/Accounting , or equivalent (NQF L7) - One of the following certifications/qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM/ COBIT/ ITIL. <p>5 Points: Five (5) points will be awarded if the manager possess:</p> <ul style="list-style-type: none"> - Bachelor's degree Internal Audit/ Accounting, or equivalent (NQF L7). - Honours degree Internal Audit/Accounting, or equivalent (NQF L8) and/or Masters (NQF L9); and - One of the following certifications/qualifications: CIA/CA(SA)/CISA/ CISSP/ CRISC/ CISM 		
<p>Audit Team: Audit Team with 5 Team member's qualifications/ certifications with various audit skills.</p> <p>0 Points: Zero (0) points will be awarded for a team member that does not possess a bachelor's degree or higher and also does not mee the minimum number of team members required.</p> <p>5 Points: Five (5) Audit team members that possess a post graduate degree Internal Audit or Accounting or IT or equivalent (NQF L8) or higher (NQF L9); (Five (5) points will be</p>	5	

Technical Evaluation: ICT, Financial and Operational Audits		
Evaluation Criteria		Weighting
	awarded).	
4. References where ICT, Finance and operational audits have been conducted	<p>Bidders to provide a minimum of four (4) contactable references of successfully completed ICT, Finance, and Operational-related Audits within the last 3 years in the public sector. The letter must include:</p> <ul style="list-style-type: none"> • Company name. • Contact name. • Address and contact numbers. • Duration of the contract. • Description of the services that the bidder provided and level of client satisfaction; and • Reference letter must be signed by the bidder’s client. <p>0 = 0 Points The bidder submitted below three reference letters.</p> <p>1 = 10 Points The bidder submitted three (3) reference letters with company name, contact name, address and contact number (s), duration of the contract, description of the service provided by the bidder and level of client satisfaction (description of service renders must indicate ICT, Finance and Operational related Audits within the last five (5) years in the public sector). Each letter should reflect one or more of the services rendered for ICT, Finance and Operations audit (all three services must be met by each bidder).</p> <p>2 = 18 Points</p>	25 Points

Technical Evaluation: ICT, Financial and Operational Audits		Weighting
Evaluation Criteria		Weighting
	<p>The bidder submitted four (4) reference letters with company name, contact name, address and contact number (s), duration of the contract, description of the service provided by the bidder and level of client satisfaction (description of service renders must indicate ICT, Finance and Operational-related Audits within the last five (5) years in the public sector). Each letter should reflect one or more of the services rendered for ICT, Finance and Operations audit (all three services must be met by each bidder).</p> <p>3 = 25 Points</p> <p>The bidder submitted five (5) or more reference letters with company name, contact name, address and contact number (s), duration of the contract, description of the service provided by the bidder and level of client satisfaction (description of service renders must indicate ICT, Finance and Operational related audits within the last five (5) years in the public sector). Each letter should reflect one or more of the services rendered for ICT, Finance and Operations audit (all three services must be met by each bidder).</p>	

NB: Only Bidders who meet the minimum threshold of 70% for Technical Evaluation will be evaluated for Price/ Specific Goals.

11. PRICING SCHEDULE: Price validity period is:

- The bid will be awarded on rates, the estimated hours will be used for evaluation purposes, no guarantee is given or implied as to the actual quantities which will be procured during the contract period.
- The rates will be firm for the first twelve months, thereafter price adjustments will be based on the consumer price index (CPI) (Labour).
- The bid validity will be 120 days.

ITEM NO	DESCRIPTION	BID PRICE (R)		
1	THE ACCOMPANYING INFORMATION MUST BE USED FOR THE FORMULATION OF PROPOSALS.			
2	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)			
3	PERSON AND POSITION – YEAR 1	* HOURLY RATE (R) incl. VAT (Year 1)	ESTIMATED HOURS (Per Year)	ESTIMATED AMOUNT (Year 1)
	Director's Rate		16	R
	Senior Manager's Rate		64	R
	Manager's Rate		130	R
	Auditors Rate		750	R
	ESTIMATED GRAND TOTAL HOURS PER YEAR (YEAR 1)		960	R

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY (*)
4	Travel expenses (specify rate per km, total kms and class of travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany specified invoices.	RATE
4.1		R
5	Other expenses for example accommodation. On the basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany the specified invoices.	RATE
5.1		R
TOTAL TRAVEL COST RATE		R

ITEM NO	DESCRIPTION	BID PRICE (R) PER YEAR
6	GRAND TOTAL BIDDER OFFER ALL INCLUSIVE	
6.1	Bidders are required to indicate an approximate bid offer price based on the estimated time for completion of all audits, including all expenses inclusive of all applicable taxes for the project.	R

7	Period required for commencement with project after acceptance of bid	
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