



**PART A  
INVITATION TO BID (SBD1)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)</b>					
RFQ/P NUMBER:	<b>0030810/18-19</b>	CLOSING DATE:	<b>13 NOVEMBER 2018</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION OF GOODS/SERVICES	INTERNAL AUDIT – IT SERVICE PROVIDER TO PERFORM THE CGICTPF AND BC AND DR REVIEW				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO: <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Nhlanhla Chauke</b>		CONTACT PERSON	<b>Nhlanhla Chauke</b>	
TELEPHONE NUMBER	<b>012-761 9300</b>		TELEPHONE NUMBER	<b>012-761 9300</b>	
E-MAIL ADDRESS	<b>nhlanhlac@wrc.org.za</b>		E-MAIL ADDRESS	<b>nhlanhlac@wrc.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**PART C  
STANDARD BIDDING DOCUMENTS**

(SBD FORMS – SBD3.1, SBD4, SBD6.1 (where applicable), SBD8 and SBD9 should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

**SBD 3.1  
PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER: .....	RFQ/P NO:.....
CLOSING DATE:.....	CLOSING TIME <b>11:00</b>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF RFQ/P.

**DESCRIPTION OF GOODS OR SERVICES:** .....

Allocated Resources	Allocated Number per resource	Allocated Hours per resource	Rate Per Hour	Total Cost per Resource
Director	01	e.g.: 20	R	R
Manager	01	e.g.:50	R	R



Two Junior Staff	02	e.g.: 120	R	R
Sub-Total				R
Disbursement Costs		e.g.: 15% of the Sub-total		R
Total Bid Price				R

- Brand and model .....
- Country of origin .....
- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**NB: This form is attached for you to furnish but please provide us with a Firm Price. You are also permitted to attach your own pricing schedule.**

### **SBD 3.1 PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER: ..... RFQ/P NO.: .....

CLOSING DATE:..... CLOSING TIME **11:00**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF RFQ/P.

**DESCRIPTION OF GOODS OR SERVICES:**

.....



- Brand and model .....
- Country of origin .....
- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**NB: This form is attached for you to furnish but please provide us with a Firm Price. You are also permitted to attach your own pricing schedule.**

Allocated Resources	Allocated Number per resource	Allocated Hours per resource	Rate Per Hour	Total Cost per Resource
Director	01	e.g.: 20	R	R
Manager	01	e.g.:50	R	R
Two Junior Staff	02	e.g.: 120	R	R
Sub-Total				R
Disbursement Costs			e.g.: 15% of the Sub-total	R
Total Bid Price				R



## SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), 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 an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the State; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are 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.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

	Full Name of Bidder or his/her representative
	Identity Number:
	Position occupied in the Company (director, trustee, shareholder, member):
	Registration number of company, enterprise, close corporation, partnership agreement



Tax Reference Number:	
VAT Registration Number:	
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	YES / NO
Name of person/ director/ trustee/ shareholder/member:	
Name of State institution at which you or the person connected to the Bidder is employed	
Position occupied in the State institution	
Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business	YES / NO





units of the National Research Foundation in the previous twelve months?	
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	

## **SBD 6.1 PREFERENCE POINTS CLAIMED**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### **1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to all bids:
  - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);
- 1.2.



1.2.1. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or  
 1.2.2. The 80/20 preference point system will be applicable to this

- 1.3. Points for this bid shall be awarded for:  
 1.3.1. Price; and  
 1.3.2. B-BBEE Status Level of Contributor.  
 1.4. The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.  
 1.6. Water Research Commission reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by Water Research Commission.

**2. DEFINITIONS**

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



- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
  - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### **3. POINTS AWARDED FOR PRICE**

- 3.1. THE 80/20 PREFERENCE POINT SYSTEMS



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

80/20

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1. B-BBEE Status Level of Contributor:= .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--



7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1. Name of company/firm: .....

8.2. VAT registration number: .....

8.3. Company registration number:.....

**8.4. TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....



.....

8.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business: .....

8.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

8.8.4.3. 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;



- 8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
- 8.8.4.5. Forward the matter for criminal prosecution.

### **SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES**

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
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)? If Yes, furnish particulars as an attached schedule:	YES / NO
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? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any Government entity terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	





## **SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.

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



**COMPANY SIGNATURE CERTIFYING ALL SBD FORMS**

We are submitting a bid/quotation for the RFQ/P described under the TOR. The signature below confirms the completed SBD forms as correct and true.

<b>SBD 3.1</b>	<u><b>YES / NO</b></u>
<b>SBD 4</b>	<u><b>YES / NO</b></u>
<b>SBD 6.1</b>	<u><b>YES / NO</b></u>
<b>SBD 8</b>	<u><b>YES / NO</b></u>
<b>SBD 9</b>	<u><b>YES / NO</b></u>
Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	
Company Stamp:	



## PART D

### TERMS OF REFERENCE / SCOPE OF WORK / SPECIFICATION (to be attached or included under part D)

#### 1. Purpose

To appoint an Internal Audit Service Provider to perform an IT review on the Corporate Governance of Information and Communication Technology Policy Framework (CGICTPF) and as well as a high-level assessment on the IT Business Continuity and Disaster Recovery environment within the WRC

#### 2. Scope of work

The Service Provider needs to perform an IT review on the Corporate Governance of Information and Communication Technology Policy Framework (CGICTPF) as well as a high-level review on the IT Business Continuity and Disaster Recovery environment of the WRC.

The objective of this review will be to perform a compliance review of the Department of Public Service Administration (DPSA)'s information Corporate Governance of Information and Communication Technology Policy Framework to determine the compliance with regards to the CGICTPF requirements as stated in the CGICTPF implementation guideline.

This review should include a gap assessment in the environment to identify possible "gaps" and remediation actions required to achieve the desired state.

During the review the Service Provider also need to perform a high-level assessment on the IT Business Continuity and disaster recovery environment of the WRC.

The Service Provider will be responsible to:

- Discuss the finalisation of the detailed project scope with the process owner and the Internal Audit, and thereafter agree on the final scope,
- Perform the fieldwork,
- Draft the findings and discuss it with the relevant staff and the process owner,
- Draft a final report, discuss it with the process owners in consultation with the In-house Internal Audit Manager, and
- Present the report to the ARF.



### **Project Timelines (Period)**

The timeframes for the review will be negotiated with the successful Service Provider. The service provider will be required to present the final report to ARF. The Service Provider will report to the In-house Internal Audit Manager but is responsible for the completion of the project in a reasonable, timely manner.

### **Resources Required and Pricing Schedule**

The project is estimated to take 170 hours for completion, however service providers are requested to quote at an estimated 190 hours, where the additional 20 hours will be used at the discretion of the Internal Audit Manager and the Process owner.

Following are the resources to be allocated for the project in question:

- Director,
- Manager, and
- Two junior staff to execute this project.

### **Progress update**

Submission of weekly progress report / meeting with the Internal Audit Manager.

### **Quality Assurance review of Work**

The service provider shall ensure that all work conforms to the applicable IT and Internal Audit standards.

### **Presentation of the final report at the Audit Committee**

- The appointed service provider will be required to present the final report at the ARF which is anticipated.
- The presentation to the ARF is anticipated not to last more than 30 minutes

## **3. EVALUATION CRITERIA**

The RFQ will be evaluated in accordance with the PPPFA 80/20 principle against the following Criteria.

The received proposals will be evaluated in different phases to arrive to the final phase of bid award, and the phases will be as follows:

- 3.1 Phase One – Screening of the minimum requirements documents
- 3.2 Phase Two - Pre-qualification evaluation phase
- 3.3 Phase Three – Technical evaluation phase per the set evaluation criteria



### 3.4 Phase Four – Price and Preference (B-BBEE)

## 4. EVALUATION CRITERIA

### 4.1 Phase two (2) pre-qualification criteria

Bidders are required to submit the below listed requirements in order to comply with Phase 2 of the evaluation; failure to comply with the pre-qualification shall lead to elimination. Only bidders who complied with the listed requirements will proceed to the next phase of evaluation.

- **Proof of IT accreditation – Information System Audit and Control Association.**
- **Letter of good standing from the IIA. (institute of internal auditors)**

### 4.2 Technical evaluation criteria

**Note:** Functionality scoring will be on the sliding scale as per the below table:

<b>SCORE</b>	<b>DESCRIPTION</b>
<b>1</b>	Poor
<b>2</b>	Average
<b>3</b>	Good
<b>4</b>	Very Good
<b>5</b>	Excellent



## EVALUATION CRITERIA

Criteria	Evidence to be submitted for evaluation	Weighting
<p>Experience of the allocated resources for the project in question</p>	<p>Company to submit CV of the allocated resources indicating the years of relevant experience and relevant qualification) –</p> <p><u>Director</u></p> <ul style="list-style-type: none"> <li>• Greater than 07 years of relevant experience</li> <li>• Qualification/ Membership: IIA membership and CISA</li> </ul> <p><u>Manager:</u></p> <ul style="list-style-type: none"> <li>• 5 years and above of relevant experience</li> <li>• Qualification: CISA</li> </ul> <p><u>Additional two junior staff:</u></p> <ul style="list-style-type: none"> <li>• 2 years and above of relevant experience</li> <li>• Qualification: Diploma / Degree relevant to the work in question (e.g.: IT relevant degree)</li> </ul> <p>NB: If the allocated resources are not available at the time of project execution, the service provider will be expected to replace the officials with similar resource in term of years of experience and qualifications.</p>	<p><b><u>Total points allocated for experience = 40%</u></b></p> <p>Director points allocation (15%):</p> <ul style="list-style-type: none"> <li>• Fully comply = 15%</li> <li>• Partial compliance = 0%</li> </ul> <p>Manager points allocation (15%):</p> <ul style="list-style-type: none"> <li>• Fully comply = 15%</li> <li>• Partial compliance = 0%</li> </ul> <p>Junior staff points allocation (10%):</p> <ul style="list-style-type: none"> <li>• Fully comply = 15%</li> <li>• Partial compliance = 0%</li> </ul>
<p>Provide detailed project implementation plan and methodology associated timeframes. (Include roles, responsibilities and dependencies, time allocation)</p>	<p>Submit a Methodology and project plan which speaks to all elements stipulated in criteria</p>	<p><b><u>Total points allocated for experience = 40%</u></b></p> <p>Methodology points allocation (20%) The submitted must be in line IIA standards as well as the applicable IT standards / methodology to be considered fully compliant and awarded</p>



		<p>full points</p> <p>Project Plan points allocation (20%): Any Project Plan format will be acceptable, but it must cover all stated criteria</p>
<p>Signed Reference letters from clients (on client letterheads where applicable) for whom similar work was conducted. Reference to comply with the following requirements:</p> <ul style="list-style-type: none"> <li>• Contactable (email and telephone number) signed letter</li> <li>• Should be in client letterhead</li> <li>• Not older than 3 years</li> <li>• Specify the work performed</li> <li>• The letter must state if the work was done at an acceptable quality (rated service).</li> </ul>	<p><b>3 reference letters must be attached.</b> <u>Points allocation per reference letter:</u></p> <ul style="list-style-type: none"> <li>• Reference letter rated above 80% by the client = 6.67%</li> <li>• Reference letter rated below 80% by the client = 4%</li> </ul> <p>NB: WRC will directly afford questionnaires to the selected three clients (references) to rate the service per the afforded reference letter and points will be allocated based on the points awarded by the clients as indicated above.</p>	<p>20%</p>
<b>TOTAL WEIGHTING</b>		<b>100 POINTS</b>

NB: Service providers are expected to meet a minimum threshold of **75% on** above technical requirements. Failure to meet the set minimum threshold will lead to disqualification.

### 4.3 Pricing evaluation

The project is estimated to take 170 hours for completion, however service providers are requested to quote at an estimated 190 hours, where the additional 20 hours will be used at the discretion of the Internal Audit Manager and the Process owner.

Following are the resources to be allocated for the project in question:

- Director,
- Manager, and
- Two junior staff to execute this project.





NB: Service provider should indicate the hour rates (based on discounted Auditor General Professional Rates) and estimated hours each resource is allocated in the project. The total project price should include disbursement calculated at estimated percentage over the total project amount. The project will be executed in WRC offices in Gauteng.

Pricing Schedule (example of the pricing schedule to be submitted by service provider to be used by WRC for price comparative purpose) – The total Price should be VAT Inclusive)

Allocated Resources	Allocated Number per resource	Allocated Hours per resource	Rate Per Hour	Total Cost per Resource
Director	01	e.g.: 20	R	R
Manager	01	e.g.:50	R	R
Two Junior Staff	02	e.g.: 120	R	R
Sub-Total				R
Disbursement Costs			e.g.: 15% of the Sub-total	R
Total Bid Price				R

The closing date for the RFQ is the **13<sup>th</sup> of November 2018 at 11:00 am.**