



REQUEST FOR PROPOSALS

**PROVISION FOR INTERNAL AUDIT AND RELATED SERVICES
FOR
THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING
AUTHORITY TILL 31 MARCH 2030.**

BID NUMBER: CHIETA-IA-010-2026/2027-05

OPENING DATE: 23/06/2026

CLOSING DATE: 21/07/2026

CLOSING TIME: 11:00AM

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CHIETA HEAD OFFICE:

Tel: 011 628 7000
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WESTERN CAPE

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Roads, Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040
Westway office park, 21 the
boulevard (1st floor) Westville, 3630

PORT ELIZABETH

Tel: 041 509 6478
Struerway Block E, New Brighton,
Port Elizabeth, 6001

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1. GENERAL SUBMISSION

- 1.1. Internal Audit and Related Services proposals must reach CHIETA before the closing date and time as specified above and be deposited the following address.

Chemical Industries Education and Training Authority (CHIETA)

Allandale Building

3rd Floor, Office B

23 Magwa Crecent, Waterfall City

2090

At the main entrance, press option nine and take lift to third floor.

- 1.2. The bidder(s) are required to submit four (4) copies by the closing date and time. Each submission must be marked correctly and sealed separately for ease of reference during the evaluation process
- 1.3. Proposal received after the closing date and time will not be considered and will be returned to bidder.
- 1.4. Bidders may not seek or obtain the assistance from CHIETA employees their proposal's responses.

2. PAYMENT

- 2.1. CHIETA will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the CHIETA to the Contractor.
- 2.2. The contractor shall from time to time during the duration of the contract, invoice CHIETA for the services rendered.
- 2.3. The invoice must be accompanied by supporting source document(s) containing detailed information, as CHIETA may require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 2.4. No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to CHIETA.
- 2.5. Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account (CHIETA will affect payment only on accounts verified and appear on Central Supplier Database.)
- 2.6. The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

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3. ENQUIRIES

3.1. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotation, is to be requested in writing (e-mail) to CHIETA procurement Unit. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The quotation number should be mentioned in all correspondence.

Email: Procurement@chieta.org.za

4. GENERAL CONDITIONS OF CONTRACT

4.1. The General Conditions of Contract must be accepted.

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

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1. PURPOSE OF THE BID

The Chemical Industries and Education and Training Authority (CHIETA) seek to appoint a reputable Internal Audit Services provider to assist with provision of Internal Audit and Related Services from October 2026 till 31 March 2030 aligned with the SETA operating license.

2. VALIDITY

The period of validity for internal audit and related services bid is 120 days after closing date and time. CHIETA shall in writing, inform all bidders submitted their proposals for any possible extension

3. ENQUIRIES AND COMMUNICATION

A nominated official of the bidder can make enquiries in writing to procurement@chieta.org.za. Bidders must reduce all telephonic enquiries in writing and send to the above email address.

Whilst all due care has been taken in connection with the preparation of this bid, the CHIETA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. The CHIETA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current, or complete.

If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the CHIETA (other than minor clerical matters), the Bidder(s) must promptly notify the CHIETA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the CHIETA an opportunity to consider what corrective action is necessary (if any).

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4. COUNTER CONDITIONS AND FRONTING

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid.

4. KEY SCOPE OF WORK

- 4.1. Internal audit helps CHIETA to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- 4.2. Accordingly, the scope of internal audit work entails, but is not limited to, the examination, evaluation and conclusion on the adequacy and effectiveness of the organisation's governance, risk management, internal control processes and the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated objectives.
- 4.3. The appointed internal audit service provider will be required to:
 - 4.3.1. Provide effective value adding internal audit services that are innovative and responsive to circumstances of the CHIETA and the environment it operates in;
 - 4.3.2. Review the reliability and integrity of financial and operating information and the means used to identify, classify, and report such information;
 - 4.3.3. Review systems established to ensure compliance with policies, plans, procedures, laws and regulations that could have significant impact on operations and reports and determining whether the organisation complies;
 - 4.3.4. Review the systems of internal control to ascertain whether they are functioning as designed;

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INTERNAL AUDIT TERMS OF REFERENCE



- 4.3.5.** Review specific programmes or initiatives to ascertain whether results are consistent with established objectives and goals; and whether the programmes or initiatives are being carried out as planned;
- 4.3.6.** Following a risk-based approach based to the audit areas articulated in the audit coverage plan and as per risk register provided by Governance and Risk.
- 4.3.7.** The above-mentioned coordinated approach shall be used to maximise internal audit resources and coverage and to ensure that the service provider provide greatest value to the CHIETA. Matters to be considered in developing the internal audit plans shall include:
- Significant areas of potential risk of fraud.
 - The accuracy and completeness of financial reporting
 - Major changes in operations, organisational structures, systems and controls
 - Compliance with laws, contracts, policies and procedures
 - Risk areas identified by management and
 - Significant areas of risk related to reliability and integrity of financial and operational information or negative reputation exposure.
- 4.3.8.** Develop a three-year strategic rolling plan and an annual audit operational plan based on the risk assessment results for approval by the Audit & Risk Committee. The plan should include costing of all activities to be performed and hours;
- 4.3.9.** Perform risk-based internal audits based on the approved plans;
- 4.3.10.** Coordinate with the external auditors and ensuring alignment with the external audit function processes and best practice;
- 4.3.11.** Planning and preparation for audit , audit work, reporting and attendance of all audit and risk committees and also present and discuss the said committees reports as and when required;
- 4.3.12.** Assist the Accounting Authority in providing independent assurance I am maintaining effective internal control environment by evaluation controls to determine their effectiveness and efficiency by developing and recommending improvements for effective oversight; and
- 4.3.13.** Assist the Accounting Authority in achieving the strategic outcomes of the institution by evaluating , developing and recommending the enhancement of process through which
- Strategic outcomes are established and communicated;
 - The achievement of financial and non-financial outcomes is monitored;
 - Accountability is ensured ; and

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- Corporate values are established and preserved

5. EXPERTISE AND CAPACITY

The key criteria to be considered for the suitability of the service provider include the following:

5.1. Have the necessary skill, knowledge, capacity, and resources to meet the needs of the CHIETA and to carry out their obligations, including the availability of:

- Forensic audit skills and tools.
- Information technology audit skills and tools.
- Information technology security capabilities.

5.2. Demonstrate that they adhere to the IIA standards, particularly as they relate to:

- The application of a risk-based approach to auditing.
- The use of IT audit resources (Including the appropriate tools)
and
- The availability of resources that perform risk management and governance reviews.

5.3. Demonstrate to CHIETA that the Engagement Director (or equivalent) is directly involved in every engagement review undertaken. The engagement director (or equivalent) will fill the role of a Chief Audit Executive, and as such, the assigned engagement directors must demonstrate qualification, competence, and experience to fulfil this role. Have a quality control department responsible for ensuring the IIA standards are appropriately applied.

5.4. Engagement Director must have knowledge and a comprehensive understanding of the public sector, and an understanding of the PFMA and its related Treasury Regulations.

6. EVALUATION AND SELECTION CRITERIA

The CHIETA has set minimum standards (Gates) that bidders must meet to be considered. All bidders' proposals duly lodged as specified in the tender document will be examined to determine compliance with bid requirements and conditions. Bids proposals with obvious deviations from the requirements/conditions will be eliminated from further consideration. Below criteria will be used to assess individual bidders' proposals.

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GATE 1	GATE 2	GATE 3
PRE-QUALIFICATION	TECHNICAL ASSESSMENT	PRICE & PREFERENCE
Bidders must submit all documents as outlined in GATE 1.	Bidders are required to achieve a minimum of 80 points out of 100 in order to proceed to GATE 3. Technical Assessment.	Bidders will be evaluated in terms of Price and Preference in terms of the Preferential Procurement Regulation of 2022

6.1. GATE 1 - PRE- QUALIFICATION CRITERIA

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation on technical requirements.

Documents that must be submitted.	Non -submission will result in disqualification.	
Registration on Central Supplier Database (CSD)	Yes	Central supplier database registration report and /or MAAA Number.
Standing bidding form 1 (SBD1)	Yes	Complete and signed standard bidding document (SBD1)
Declaration of Interest – SBD 4	Yes	Complete and signed standard bidding document (SBD4)
Preference Point Claim Form – SBD 6.1	No	Non-submission will lead to a zero (0) score on BBBEE.
Standard Bidding form 7.2	Yes	Complete and signed standard bidding document (SBD7.2)
Pricing Schedule	Yes	Detailed pricing schedule as per the scope of work. Must sealed separate

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6.2. GATE 1 ADDITIONAL ELIGIBILITY

- The bidder must be able to commit at least one (1) engagement director to the CHIETA. The engagement director responsible for CHIETA internal audit must be based in the Gauteng province.
- The engagement director must have relevant public sector internal audit experience, which it has conducted in the past five (5) years. Bidders must be able to demonstrate the audits they have conducted and provide relevant client references. References should attest to the provision of value-added services.

6.3. GATE 2- TECHNICAL ASSESSMENT

The minimum qualifying score for functionality is **80 points**. All bids that fail to achieve the minimum qualifying score on technicalities will not be considered for further evaluation on Price and Preference

NB: The CHIETA reserves the right to invite shortlisted bidders to give a presentation on their service offering

CRETERIA	CRITERION AND EVIDENCE REQUIRED	SCORE
AUDIT APPROACH	<p>The bidder's approach to perform an internal audit, including internal audit methodology and Quality Assurance processes.</p> <p>Signed letter of undertaking from the bidder to confirm that the bidder adopts a quality assurance improvement programme as per the International Standards for the Professional Practice of Internal Auditing.</p> <p>3 = all the expectations are met (10) 2 = the response meets at least 70% of the expectations (6) 1 = the response meets at least 50% of the expectations (2) 0 = the response meets less than 50% of the expectations (0)</p>	10

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AUDIT EXPERINCE	<p>Experience and expertise in providing internal audit and related services supported by relevant reference letters which provide sufficient detail.</p> <p>a. The bidder must demonstrate PFMA experience with a least three (03) references on client letterhead or contactable referees (references) of previous internal audit services in the past five (5) years from the closing date of this bid.</p> <p>b. CHIETA will contact the references (referees) to validate the information provided. It is the responsibility of the bidder to provide latest contact details as CHIETA will consider nonresponses by the referees as invalid references.</p> <ul style="list-style-type: none"> • 3 client references with (5) years' experience meeting defined expectations have been included = 20 • 2 out of 3 client references, meeting defined expectations have been included = 15 • None of the submitted client references meet defined expectations =0 	20
PROFESSIONALS	<p>The bidder must demonstrate that the proposed engagement director (or equivalent) has at least five (05) years internal audit experience, inclusive of financial, performance, governance, risk, and Information and Communication Technology (ICT) and be certified internal auditor (CIA) with valid certificate.</p> <ul style="list-style-type: none"> • Minimum 5 years with valid CIA certificate = 20 • The response meets 0% of the expectations = 0 	20

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MEMBERSHIP	<p>The engagement directors must certify internal auditor (CIA) with valid certificate and/or any other relevant professional assurance bodies.</p> <ul style="list-style-type: none"> • IIA and ISACA = 20 • SAICA and IRBA, with relevant internal audit experience = 20 points • ACCA and/or RGA, with relevant internal audit experience = 16 points. 	20
OBJECTIVES	<p>A proposed three-year plan of action to achieve the objectives of the internal audit. This plan should cover short, medium and long-term objectives.</p> <p>The bidder must submit a resource plan, including the structure of the core team to be committed to CHIETA as well as demonstrate that they have the appropriate tools to execute the plan.</p> <ul style="list-style-type: none"> - Bidder meets all specification requirements = 30 - Bidder meets some specification requirements = 15 	30
	Total	100

6.4. GATE 3: PRICE AND PREFERENCE

The bidders that have successfully progressed through to Gate 1 & 2 will be evaluated in accordance with the **80/20** Preference Point System as contemplated in the Preferential Procurement Regulations 2022. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations. The point scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price point.

4.2. APPROVED BUDGETED HOURS

The approved and budget hours for internal audit and related services is up to a maximum of **5000 hours** for three-year audit plan.

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REFER BELOW FOR RETURNABLE DOCUMENTS

BELOW

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STANDARD BIDDING DOCUMENT (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY: INTERNAL AUDIT & RELATED SERVICES

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION	
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID INCLUDING ENQUIRIES

Procurement@chieta.org.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 13 of 53	B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No

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IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	

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

1 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]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
--	---

3 SIGNATURE OF BIDDER	4 DATE
---------------------------------------	---------------

5 CAPACITY UNDER WHICH THIS BID IS SIGNED	
--	--

6 TOTAL NUMBER OF ITEMS OFFERED	7 TOTAL BID PRICE (ALL INCLUSIVE)
--	--

BIDDING PROCEDURE ENQUIRIES MAY BE TECHNICAL INFORMATION MAY BE DIRECTED

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DIRECTED TO:		TO:	
DEPARTMENT/ PUBLIC ENTITY	CHIETA	CONTACT PERSON	SCM
CONTACT PERSON	SCM	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER		FACSIMILE NUMBER	N/A
FACSIMILE NUMBER		E-MAIL ADDRESS	Procurement@chieta.org.za
E-MAIL ADDRESS			

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR **ONLINE**

1.3. 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). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

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. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO
- 3.2. DOES 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

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INTERNAL AUDIT TERMS OF REFERENCE



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 ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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STANDARD BIDDING DOCUMENT (SBD4)

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.

¹ the power, by one person or a group of persons holding most 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.

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INTERNAL AUDIT TERMS OF REFERENCE



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

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

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INTERNAL AUDIT TERMS OF REFERENCE



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.

.....
Signature	Date
.....
Position	Name of bidder

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STANDARD BIDDING DOCUMENT (SBD6.1)

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

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, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) 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;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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1.4 The maximum points for this bid are allocated as follows:

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INTERNAL AUDIT TERMS OF REFERENCE



	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 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 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

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2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“Proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) An affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“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;
- Page 24 of 33**
- (j) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Were

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 20 points)

INTERNAL AUDIT TERMS OF REFERENCE



(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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		

INTERNAL AUDIT TERMS OF REFERENCE



Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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INTERNAL AUDIT TERMS OF REFERENCE



- 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 because 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;
- iv) 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 –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses, or damages it has incurred or suffered because of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation;
 - (d) 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

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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.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:

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STANDARD BIDDING DOCUMENT (SBD7.2)

1. We hereby undertake to render services described in the attached proposal documents to CHIETA in accordance with the requirements and task directives/proposals specifications at the price/s quoted. Our offer remains binding upon us and open for acceptance by CHIETA during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Request for Bids
 - Proposal submitted by the Service Provider in response to CHIETA 's Request for quotation
 - Tax Clearance Certificate
 - Pricing Schedule
 - B-BBEE certificates in terms of the Preferential Procurement Regulations, 2017
 - Declaration of interest
 - Special Conditions of Contract (if applicable)

3. We agree that, for purposes of clause 27.4 of the TGCC, all disputes, unless otherwise agreed to between parties, shall be referred to mediation with an

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INTERNAL AUDIT TERMS OF REFERENCE



Arbitration Foundation of Southern Africa (“AFSA”) accredited and appointed mediator in accordance with the then current rules of the AFSA or its successor.

4. We confirm that we have satisfied us as to the correctness and validity of our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all our obligations and we accept that any mistakes regarding price(s) and rate(s) and calculations will be at our own risk.
5. We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on us under this agreement as the principal liable for the due fulfilment of this contract.
6. We declare that we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract for and/or on behalf of the Service Provider.

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INTERNAL AUDIT TERMS OF REFERENCE



I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY.....

SIGNATURE.....

NAME OF FIRM.....

DATE.....

WITNESSES

1

2.

00000END0000

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