

P.O. Box 3613, Pietermaritzburg, 3200  
Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg  
Tel: 033 897 4440

## Invitation to Tender – ZNQ-246/2025-F

<b>Company Name</b>	
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You are hereby invited to provide the Department with a quotation for **ZNQ-246/2025-F: Appointment of the service provider to conduct Evaluation of the Implementation of Performance Audits**. The specification is attached as Annexure A.

The evaluation criteria are divided into 3 stages:

### 1. Stage 1: Supply Chain Administrative Compliance

1.1. You are requested to complete and sign the below attached Compulsory Returnable Standard Bidding Document (SBD) Forms:

- (i) SBD 1: Invitation to Bid
- (ii) Section B: Declaration that Information on Central Suppliers Database
- (iii) SBD 4: Bidders Disclosure
- (iv) Authority to Sign Tender or Submit Enterprise's Resolution Letter

**Failure to complete and sign the above Compulsory Returnable Standard Bidding Document (SBD) Forms shall result in the tender being considered non-responsive and rejected.**

1.2. Tenderers should submit SBD 3.1 (Firm Pricing Schedule) indicating the grand total, if space is insufficient for the line items the tenderer must attach a breakdown of the quotation.

1.3. Special and General Conditions of Contract is attached as **Annexure B-** Non-compulsory returnable document.

### 2. Stage 2: Specification Evaluation

2.1 You are requested to complete or provide a detailed quotation breakdown as per the Specification (Annexure A) and failure to quote as per specification shall result in the tender being considered non-responsive and rejected.

### 3. Stage 3: 80/20 Price and Preference Point System

This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations, 2022.

3.1 Specific goals may include the following:

- (i) Contract with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability,
- (ii) Implementing the programmes of the Reconstruction and Development Programme as published in government gazette No. 16805 dated 23 November 1994.

- 3.2 The applicable preference point system for this tender is 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

Preference point system	
Price	80
Specific Goals	20
• Historically Disadvantaged Persons (HDP) – Women Owned Enterprises	20
Total	100

It is mandatory for tenderers to complete SBD 6.1 to claim the points for specific goals, failure to complete the SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

It is compulsory for bidders to substantiate that they meet the above specific goals requirements by submitting the following evidence:

- (i) Copy of Enterprise Registration Certificate (CIPC).
- (ii) Valid B-BBEE certificate or sworn-affidavit confirming percentage of Women Ownership.
  - B-BBEE certificate indicating the B-BBEE status level of contributor. The B-BBEE certificate must be issued by a SANAS accredited verification agency; or
  - A duly completed sworn affidavit signed by the deponent and commissioned by the authorised commissioner of oaths.
  - The sworn affidavit must indicate the **date, month, and year** on which the annual total revenue is based on and the level of black ownership that is claimed; or
  - A sworn affidavit on an accredited template issued by the DTI/CIPC for both EME and QSE.
  - If the B-BBEE / Sworn Affidavit indicates the financial year which is outside the annual total review period, the entity must submit the latest audited Annual Financial Statements or Management Accounts in disposing to the Sworn Affidavit or B-BBEE used to bid.
  - A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level certificate.

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

#### 4. Submission of tenders

Quotation details are as follows:

Bid Number : **ZNQ - 246/2025-F**  
Closing Date : **05 December 2025**  
Time : **11:00 am**

NB: Kindly forward quotation to [scmquotes@kzntreasury.gov.za](mailto:scmquotes@kzntreasury.gov.za) or hand delivery the quotations to **Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg 3200, and Ground floor bid box.**

## 5. Non-Compulsory Briefing Session

The briefing session will be held as follows:

**Date:** 01 December 2025  
**Venue:** KwaZulu Natal Provincial Treasury  
145 Chief Albert Luthuli Street, Pietermaritzburg  
**Time:** 11:00 am  
**Site:** Microsoft Teams (Virtual)

Microsoft Teams Link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjlK0GE3YjgtMzg1Yi00OTc0LWI2ODEtM2UwMWMzMGNIZTc5%40thread.v2/0?context=%7b%22Tid%22%3a%22970bdf9a-efee-4db0-80f6-6648332456d0%22%2c%22Oid%22%3a%224f1d2c0a-3717-405e-8eb2-4031d9a2b77f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjlK0GE3YjgtMzg1Yi00OTc0LWI2ODEtM2UwMWMzMGNIZTc5%40thread.v2/0?context=%7b%22Tid%22%3a%22970bdf9a-efee-4db0-80f6-6648332456d0%22%2c%22Oid%22%3a%224f1d2c0a-3717-405e-8eb2-4031d9a2b77f%22%7d)

Meeting ID: 399 323 717 159 75  
Passcode: 8qG2F3u8

**You are requested to split or separate your documents/ proposals if the size is more than 5 M.B.**

**KWAZULU-NATAL PROVINCIAL TREASURY TENDER FORMS**

<b>SBD 1- PART A</b>	INVITATION TO BID ( <i>Complete</i> )	
<b>SBD 1- PART B</b>	TERMS AND CONDITIONS FOR BIDDING ( <i>Complete and sign</i> )	
<b>SECTION A</b>	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID ( <i>Submit</i> )	
<b>SECTION B</b>	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE CORRECT AND UP TO DATE ( <i>Complete and sign</i> )	
<b>SBD 3.1</b>	PRICING SCHEDULE ( <i>Complete</i> )	
<b>SBD 4</b>	BIDDER'S DISCLOSURE ( <i>Complete and sign</i> )	
<b>SBD 6.1</b>	PREFERENCE POINTS CLAIM FORM ( <i>Complete and sign</i> )	
	CALCULATION OF EQUITY FOR SPECIFIC GOALS ( <i>Submit</i> )	
<b>SECTION C</b>	NON-COMPULSORY BRIEFING SESSION/SITE INSPECTION CERTIFICATE  ( <i>Complete, sign and stamped</i> )	
<b>SECTION M</b>	AUTHORITY TO SIGN TENDER OR SUBMIT ENTERPRISE'S RESOLUTION LETTER ( <i>Complete and sign or submit enterprise's resolution letter</i> )	
<b>ANNEXURE A</b>	SPECIFICATION ( <i>Submit</i> )	
<b>ANNEXURE B</b>	SPECIAL AND GENERAL CONDITIONS OF CONTRACT ( <i>Non-compulsory returnable</i> )	

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>ZNQ-246/2025-F</b>		CLOSING DATE:	<b>01 December 2025 @ 11:00 am</b>	
DESCRIPTION	<b>Request for Evaluation of the Implementation of Performance Audits</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NB: Kindly forward quotation to <a href="mailto:scmquotes@kzntreasury.gov.za">scmquotes@kzntreasury.gov.za</a> or hand delivery the quotations to Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg 3200, and Ground floor bid box.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Sbusiso Dube		CONTACT PERSON	Nhakanipho Khanyeza	
TELEPHONE NUMBER	033 897 0452		TELEPHONE NUMBER	033 897 4293	
E-MAIL ADDRESS	<a href="mailto:Sbusiso.dube@kzntreasury.gov.za">Sbusiso.dube@kzntreasury.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Nhlakanipho.khanyeza@kzntreasury.gov.za">Nhlakanipho.khanyeza@kzntreasury.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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>					

## TERMS AND CONDITIONS FOR BIDDING

**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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**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 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 PIN 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: .....

## SECTION A

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. The offers must remain valid for a period of **60 days** from the closing date of this tender
2. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
3. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
4. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
5. Bids submitted must be complete in all respects.
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
9. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

**SECTION B**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)  
....., WHO REPRESENTS (state name of bidder)  
..... CSD Registration  
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....



**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.....	Bid number: <b>ZNQ-246/2025-F</b>
Closing Time: <b>11:00 am</b>	Closing date: <b>05 December 2025</b>

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	Total Price
1		
VAT AT 15%		
<b>GRAND TOTAL FOR 4 MONTHS (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>		

- Required by: KZN Provincial Treasury
- At: .....
- Brand and model: .....
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis: .....

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

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies. \*Delete if not applicable.

## 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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1. If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

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

### 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 consortium<sup>2</sup> 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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6

OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of

state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Persons (HDP) – Women Owned Enterprises	20	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## CALCULATION OF EQUITY FOR SPECIFIC GOALS

- (a) Preference points stipulated in respect of a tender must include preference points for equity ownership by HDPs.
- (b) The equity ownership contemplated in sub-paragraph (a) must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.
- (c) In the event that the percentage of ownership contemplated in sub-paragraph (b) changes after the closing date of the tender, the tenderer must notify the relevant organ of state and such tenderer will not be eligible for any preference points.
- (d) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
- (e) Subject to sub-paragraphs (a), (b), (c) and (d), all claims made for equity ownership by an HDP must be considered according to the following criteria:
  - (i) Equity within private companies must be based on the percentage of equity ownership;
  - (ii) Preference points may not be awarded to public companies and tertiary institutions;
  - (iii) The following formula must be applied to calculate the number of points for equity ownership by an HDP:

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDP

NOP = The maximum number of points awarded for equity ownership by an HDP

EP = The percentage of equity ownership by an HDP within the enterprise or business, determined in accordance with sub-regulations (a), (b), (c) and (d).

- (f) Equity claims for a Trust may only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust.
- (g) Documentation to substantiate the validity of the credentials of the trustees contemplated in sub-paragraph (f) must be submitted to the relevant organ of state.
- (h) A Consortium or Joint Venture may, based on the percentage of the contract value managed or executed by their HDP members, be entitled to equity ownership in respect of an HDP.
- (i) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.
- (j) The points contemplated in sub-paragraph (i) must be added to the points scored for price, in order to establish the total number of points scored.
- (k) The contract must be awarded to the tender which scores the highest points.
- (l) A person awarded a contract as a result of preference for contracting with, or providing equity ownership to, an HDP, may not subcontract more than 25% of the value of the contract to a person who is not an HDP or does not qualify for such preference.

## SECTION M

### AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO- OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(If the space provided is not enough, a separate list should be attached)*

**Note:**

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note:** In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.



## **TERMS OF REFERENCE (TORs)**

### *Evaluation of the Implementation of Performance Audits (Value for Money) Within Selected Provincial Departments*

## ACRONYMS

AOP	Annual Operational Plan
APP	Annual Performance Plan
AGSA	Auditor-General of South Africa
BBBEE	Broad-Based Black Economic Empowerment
CV	Curriculum Vitae
DEWG	Departmental Evaluation Working Group
DPSA	Department of Public Service & Administration
ESC	Evaluation Steering Committee
EXCO	Provincial Treasury Executive Committee
IP	Improvement Plan
KZNPT	KwaZulu-Natal Provincial Treasury
M&E	Monitoring and Evaluation
PFMA	Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended)
PIAS	Provincial Internal Audit Services
SCM	Supply Chain Management
SLA	Service Level Agreement
SPSS	Statistical Package for the Social Sciences
STATA	Statistical Software Package
TOC	Theory of Change

## 1. BACKGROUND

Background/ Rationale for implementation of the intervention and benefit for the review of such to PIAS

1.1. PIAS undertakes various types of audits which include performance audits as outlined in the Internal Audit Charter, which is the document outlining the mandate of PIAS, which seeks to provide independent and objective assurance and advisory services through systematic disciplined approach. PIAS also has audit methodology that drives and guides the implementation of performance audits.

1.2. Performance auditing is an independent objective and reliable examination of whether government undertakings, programmes, systems, activities, or organisations are performing in accordance with the principles of economy, efficiency, and effectiveness and whether there's a room for improvement. Performance auditing seeks to provide new information, analysis or insights and where appropriate, recommendations. The primary questions being asked are whether government is “doing the right thing” and doing this “in the right and least expensive way”. The reports generated through the performance auditing process inform executive authorities, administrative management and other institutions charged with oversight of the extent to which audited entities:

- Procure resources of the right quality in the right quantities at the right time and place at the lowest cost (economy).
- Achieve the optimal relationship between the output of goods, services or other results and the resources used to produce them (efficiency); and
- Achieve policy objectives. operational goals and other intended effects (effectiveness).

1.3 Performance auditing benefits government by promoting good governance, accountability, and transparency; creating mechanisms for change and improvement; and contributing to learning and change and serving as a basis for decision-making.

1.4 PIAS introduced performance audits over a decade ago and the intervention has reached acceptable maturity level wherein internal capacity has been built over a period of time. The current capacity has the requisite skills thus reducing the use of

external resources except in areas where specialised disciplines are required to provide expert input (e.g., use of engineers for infrastructure projects).

To this end PIAS has performed notable performance audits on S&T throughout provincial departments, performance audits on the use of consultants in selected provincial departments, performance audits on infrastructure projects in selected departments, performance audits on transfer payments, performance audits on youth development programmes in selected provincial departments, to name a few.

Background/ Rationale for implementation of the intervention and benefit for the review of such to PIAS

- 1.5 The key role players in the eco-system are the Departments, PIAS, Audit and Risk Committee. The ultimate beneficiaries of performance audits are directly the departments, and indirectly the public who benefit from the programmes implemented by departments which would have been subjected to this type of audit review. The output of these reviews are audit reports that provide the departments with insights on the adequacy and effectiveness of controls, risk management and governance and provide value adding recommendations.
- 1.6 The key success factors for this intervention is to achieve improved performance audits delivered to the Departments which impact the improvement in efficient, effective and economical delivery of government programmes, value for money achieved in the implementation of government programmes, implementation of recommendations/action plans from the audit review.

## **2. OBJECTIVES**

In terms of the Public Finance Management Act no 1 of 1999 (PFMA), Section 38 (1) (a) requires the Accounting Officer of the Department, amongst other things, to ensure that the department has:

- Effective, efficient and transparent systems of financial and risk management and internal control.
- A system of internal audit under the control and direction of an audit committee complying with and in accordance with regulations and instructions prescribed in terms of S76 & 77.

- To effect, the above legislative requirement, the province has implemented a shared Internal Audit Services to provide internal audit services to provincial governments, which requires the Provincial Internal Audit Services (PIAS) through the sub-unit (Assurance Services), which prepares the risk based Strategic and Operational internal audit plans for departments in terms of regulation 3.2.7 of the Treasury Regulations to drive provision of audit services. Furthermore, the Unit provides its services in terms Global Internal Audit Standards (GIAS) issued by the Institute of Internal Auditors.
- The objective will provide parameters the study should assess. The reason this intervention is being performed at this time stems from PIAS desire to determine the impact of these projects on how provincial departments view the importance of economic, efficient and effective use of government resources when implementing government programmes.

### 3. SCOPE OF WORK

- Research the area of study. It is crucial to understand the concept of performance audit, its benefits, legislative framework and best practices. As indicated, PFMA, Treasury Regulations, GIAS and PIAS Performance Audit Methodology provides criteria to which an implementation of the audits can be compared to. Best practices out there in both private and public sector can also be consulted to identify criteria.
- 4.1 The setting of the objective for the study ultimately drives the scoping of elements to be assessed to achieve the objective. The study has been identified to assess the impact of the implementation of the Intervention (Performance audits) at the selected Provincial Departments over the past five years. This will provide a picture on the impact these audits would have made where these had been performed.

### 4. THE FOCUS OF THE EVALUATION STUDY

#### 4.2 Purpose of Evaluation

- The main purpose of this study is to assess the implementation of performance audits within the selected Provincial Departments and to determine if there is **value for money** for providing such performance audits. The evaluation study will focus on performance audits conducted by PIAS across four (04) selected Provincial Departments (Department of Social Development, Department of Economic Development, Tourism and Environmental Affairs, Department of Cooperate

Governance and Traditional Affairs, and Department of Human Settlements) over the **past 3 to 5 years**.

- It will assess the effectiveness of these audits in promoting good governance, accountability, and the application of the principles of economy, efficiency, and effectiveness. This evaluation should be conducted in the selected KZN provincial departments and the public who may have ultimately benefitted from improved government programmes and services.
- The Service Provider must provide **the approach, design, and key elements of the methodology** to be used. The overall approach to the evaluation design with the minimum level of methodology expected.

#### 4.3 Intended users and stakeholders of the Evaluation.

The key potential users of the evaluation results and the benefits are outlined on **Table 1** below:

Table 1: Potential Users and Benefits

POTENTIAL USERS OF THE EVALUATION	RESULT BENEFITS FOR THE USERS
<b>KZNPT</b>	Insight into the effectiveness and impact of performance audits as a strategic oversight tool and inform policy decisions, improve audit planning, and strengthening the internal audit frameworks.
<b>Provincial Departments</b>	Feedback on how well they are implementing the principles of economy, efficiency, and effectiveness and Identification of areas for improvement in programme implementation, procurement, and recruitment practices and more.
<b>Risk and Audit Committees</b>	Independent assessment of audit effectiveness and strengthen oversight functions and ensure that audit recommendations are implemented.

<b>Office of the Premier</b>	High-level insights into departmental performance and governance and supporting executive decision-making as well as driving accountability across departments.
<b>Legislature &amp; Portfolio Committees</b>	Evidence-based information to support oversight and legislative scrutiny and monitoring of departmental compliance with constitutional and financial principles.
<b>Office of the Auditor General (AGSA)</b>	Complementary insights to external audit findings and alignment of internal and external audit efforts for greater impact.
<b>Citizens and Civil Society</b>	Indirect benefit through improved service delivery and better use of public funds and increased trust in government and enhanced public accountability.

#### 4.4 Research/Evaluation Questions

The following are proposed evaluation questions for the study and bidders must develop sub-questions on each evaluation question on their submitted methodology:

- i. Have the audits been widely understood and accepted by Client Departments as a valuable independent assurance intervention.
- ii. To what extent have the audits been implemented as expected from the view of PIAS (Assurance Services) and Client Departments. (Have things been done well? (Efficiency, effectiveness)
- iii. To what extent have the recommendations from the audits been accepted and implemented by Client Departments. (Does the intervention appear to be effective and efficient in achieving the strategies in the Strategic Plans, APP, AOP), if not, how it can be refined to strengthen this)
- iv. Have the recommendations from the audits been implemented by Client Departments? (Have the right things been done well? Relevance and effectiveness)
- v. Has the programmes audited shown improvements over-time after the implementation of audits and what impact has the audits have in the processes (from planning, execution, spending of public funds and reporting) of Client Departments?

(Can you attribute the results to the intervention? (attribution/contribution compared to counterfactual)

- vi. What results have been achieved by implementing performance audits in department? (effectiveness, impact, cost/effectiveness)
- vii. Are the results sustainable?
- viii. How could the intervention be strengthened for the future?

## **5. EXPECTED OUTCOMES & DELIVERABLES**

### **5.1 Deliverables expected from the evaluation.**

The following deliverables are expected from the service provider:

- Inception report.
- Draft Theory of Change (TOC).
- Literature review, and document review.
- Report structure, analysis plan, final data collection instruments and other tools.
- Draft evaluation report for review.
- Meeting with Evaluation Steering Committee (ESC) & Departmental Evaluation Working Group (DEWG) to discuss findings.
- The final evaluation report to include the revised TOC.
- Power-point presentation of the evaluation results.

After completion of each deliverable a teleconference /Meeting will be convened with the ESC/DEWG.

### **5.2 Activities to be performed by appointed bidder.**

The specific tasks for the service provider are the following:

- Develop Gantt Chart with milestones (Budget breakdown per deliverable, which includes the costing of activities to be undertaken, and timelines).
- Conduct Evaluation Study (Period of Review 2022/23 - 2024/2025).



- Develop the objectives of the study.
- Develop sub-questions on each evaluation question.
- Develop data collection tools.
- Conduct data collection.
- Develop TOC.
- Data analysis and validation.
- Produce a draft report and present it to the reference group (ESC & DEWG) and incorporate comments.
- Present the final draft report to the PIAS (Assurance Services) Unit for management responses.
- Produce final report and present it to Department Executive Committee (EXCO) for endorsement.

## **6. DURATION OF CONTRACT**

The project duration is for four (4) months starting from the date of the order being issued and the activities timeframes should be broken down as follows:

- Progress report on situational analysis of the provincial departments (performance audit) within 4 weeks of signing the contract.
- Submit Draft report containing preliminary findings and recommendations to the ESC/DEWG within 8 weeks of signing the contract.
- Present draft report with findings and recommendations to the PIAS (Assurance Services) unit/ EXCO within 2 weeks after meeting with the ESC/DEWG.
- Produce a final report within 16 weeks of signing the contract.

## **7. MANAGEMENT ARRANGEMENTS**

### **7.1 Role of the steering committee (ESC)**

The Steering Committee will meet as needed for the assignment; key meetings based on milestones in the project plan are likely to include:

- Approval of TOR's and the project plan for the evaluation.
- Review and approval of the inception report.
- Review of provision of substantive feedback on the draft report.
- Review and approval of the final report.
- Recommended approval of recommendations emerging from the final report, and
- Provide support during the development of TOC and the Improvement Plan (IP).

### **7.2 Reporting requirements**

The Service Provider will be reporting directly to Ms. T Mgijulwa: Director: Strategic Planning & Institutional Performance Management in any matters pertaining the study.

## **8. OTHER ADDITIONAL INFORMATION**

### **8.1 The Service Provider must provide the following:**

- Understanding of the intervention.
- Approach, design and methodology for the evaluation (e.g. literature and documentation review, data collection, data collection tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the TOR's example of evaluation questions suggested on clause 4.2, process elements).
- project plan aligned to activities on clause 5.2.
- Breakdown of costs required.
- Competence (include list of related projects undertaken of main contractor and subcontractors, making clear who did what, and contact people for reference).

- Team (team members, roles, and level of effort). This must make clear who is playing role of Project Manager, evaluation specialist and sector specialist.
- Capacity development elements (skills transfer).
- Quality assurance plan.

## **9. EVALUATION GUIDE**

### **9.1 Company Experience**

To assess the experience required from the service provider conducting the research study. The following documents must be submitted:

- i. Traceable references letters:
  - A minimum of three (3) contactable reference letters must be provided from clients detailing the actual work completed that relates to the study/ evaluation and/or research methodologies project conducted by the service provider.
  - KZN Provincial Treasury Reserves the right to contact any Client/Company listed as a reference to confirm the authenticity of the reference.

### **9.2 Resources**

- ii. Team Leader/ Project Manager:
  - The service provider must submit ONLY one Curriculum Vitae (CV) of the Project Manager or Lead Evaluator/Researcher demonstrating the experience and capacity in conducting evaluation/research projects.
  - Minimum of 5 years working experience in the area of evaluation/research with strong Monitoring and Evaluation (M&E) specialties as well as Project Management.
  - Master's Degree in Commerce field such as Internal Auditing/ Bcom/ Bcompt/ CA/CIA.
  - Knowledge of the Status of departments in KZN with regards to audit outcomes.
  - Experience in relevant statistical packages in producing analytical reports (SPSS, STATA).
  - The service provider must provide the following under mentioned personnel:

- The comprehensive curriculum vitae indicating the duration of service and contactable references.
- Certified copies of qualifications

iii. Evaluator/Researcher specialists for the study:

- The service provider must submit ONLY two Curriculum Vitae (CV) demonstrating the experience and capacity in conducting evaluation/research projects.
- Minimum of 2 years working experience in the area of evaluation/research with strong Monitoring and Evaluation (M&E) specialties as well as Project Management.
- Bachelor's Degree in Commerce field such as Internal Auditing/ Bcom/ Bcompt/ CA/CIA.
- Knowledge of the Status of departments in KZN with regards to audit outcomes.
- Experience in relevant statistical packages in producing analytical reports (SPSS, STATA).
- The service provider must provide the following under mentioned personnel:
  - The comprehensive curriculum vitae indicating the duration of service and contactable references.
  - Certified copies of qualifications

### 9.3 Methodology and Research Approach:

- The service provider must demonstrate the following:
  - A data collection tool suitable for performance auditing research.
  - Development of qualitative sub-questions for each study question.
  - A data analysis tool on how the collected data will be interpreted.

### 9.4 Project Plan Quality

- The service provider must demonstrate the Gantt chart with the milestones of a **budget** breakdown per deliverable, including the costing of activities to be undertaken and timeframes.

## 10. EVALUATION CRITERIA

Evaluation will be based on:

Evaluation Element	
Phase 1	Supply Chain Administrative Compliance
Phase 2	Functionality Scoring
Phase 3	Price and Preference Point System

### 10.1 Phase 1: Supply Chain Administrative Compliance

- i. Bids submitted must be complete in all respects.
- ii. The following forms must be duly completed and be submitted with the bid at the time of closing of bid:

COMPULSORY BID FORMS		TICK TO INDICATE SUBMISSION
PART A	INVITATION TO BID (SBD 1)	
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE	
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	
SECTION I	AUTHORITY TO SIGN THE BID OR SUBMIT RESOLUTION LETTER	

Failure to comply with the Supply Chain Administrative Compliance shall result in the offer considered non-responsive and shall be rejected.

### 10.2 Phase 2: Functionality Scoring

Proposals from prospective bidders will be evaluated on functionality in accordance with the following functionality evaluation matrix.

FUNCTIONALITY CRITERIA		SCORE	
Description	Evaluation Criteria	Points	Weighting
1. Company Experience	Traceable reference letters - A minimum of <b>three</b> (3) contactable reference letters must be provided from clients detailing the actual work completed that relates to the	(i) 10 Points to be allocated per traceable reference letter = <b>30 Points</b>	<b>30</b>



	<p>study/ evaluation and/or research methodologies project conducted by the service provider.</p> <p>- KZN Provincial Treasury Reserves the right to contact any Client/Company listed as a reference to confirm the authenticity of the reference.</p>	(ii) Irrelevant project/ no traceable reference letter submitted = <b>0 Point</b>	
2. Resources	Name of Team Leader/Project Manager:	1.....	
	<p>The service provider must submit ONLY one Curriculum Vitae (CV) of the Project Manager or Lead Evaluator/Researcher demonstrating the experience and capacity in conducting evaluation/research projects</p> <p>Knowledge of the Status of departments in KZN with regards to audit outcomes.</p>	<p><b>Individual Qualification</b></p> <p>- NQF Level 8: Honours Degree/ Post Graduate Diploma = <b>2 points</b></p> <p>- NQF Level 9: and above: Master's degree/ Post Graduate Diploma = <b>5 points</b></p>	<b>5</b>



	<p>Experience in relevant statistical packages in producing analytical reports (SPSS, STATA).</p> <p>The service provider must provide the following under mentioned personnel:</p> <p>The comprehensive curriculum vitae indicating the duration of service and contactable references.</p> <p>Certified copies of qualifications</p>	<p><b>Individual Team Leader/Project Manager Experience</b></p> <ul style="list-style-type: none"><li>- 0 &lt;; ≥ 1 year = <b>0 point</b></li><li>- 1 &lt;; ≥2 years = <b>1 points</b></li><li>- 2 &lt;; ≥ 3 years = <b>3 points</b></li><li>- 3 &lt;; ≥ 4 years = <b>5 points</b></li><li>- 4 &lt;; ≥ 5 years = <b>7 points</b></li><li>- Above 5 years = <b>10 points</b></li></ul>	<b>10</b>
	<p>Name of two researcher specialists:</p>	<p>1.....</p> <p>....</p> <p>2.....</p> <p>....</p>	
	<p>The service provider must submit ONLY two Curriculum Vitae (CV) demonstrating the experience and capacity in conducting evaluation/research projects</p> <p>Knowledge of the Status of departments in KZN with regards to audit outcomes.</p>	<p><b>Individual Qualification</b></p> <ul style="list-style-type: none"><li>- NQF Level 7: Bachelor's Degree/Advanced Diploma = <b>3 points</b></li><li>- NQF Level 8 and above: Honours Degree/ Post Graduate Diploma = <b>5 points</b></li></ul>	<b>(5 X 2) = 10</b>



	<p>Experience in relevant statistical packages in producing analytical reports (SPSS, STATA).</p> <p>The service provider must provide the following under mentioned personnel:</p> <p>The comprehensive curriculum vitae indicating the duration of service and contactable references.</p> <p>Certified copies of qualifications</p>	<p><b>Individual Research Specialists Experience</b></p> <ul style="list-style-type: none"> <li>- 0 &lt; ; ≥ 1 year = <b>0 point</b></li> <li>- 1 &lt; ; ≥ 2 years = <b>2 points</b></li> <li>- Above 3 years = <b>5 points</b></li> </ul>	<p><b>(5 X 2) = 10</b></p>
3. Methodology and Research Approach	<p>1. The service provider must demonstrate/indicate the following deliverables:</p> <p>(i) A data collection tool suitable for performance auditing research</p> <p>(ii) Development of qualitative sub-questions for each research/evaluation question</p> <p>(iii) A data analysis tool on how the collected data will be interpreted</p>	<p>Data collection tool - <b>10 points</b> No Data collection tool – <b>0 point</b></p> <p>Develop sub questions on each research/evaluation question referred to in section 4.2 – <b>5 points</b> No sub questions developed – <b>0 point</b></p> <p>Data Analysis Tool – <b>10 points</b> No data analysis Tool – <b>0 point</b></p>	<p><b>25</b></p>
4. Project Plan Quality	<p>2. The service provider must demonstrate the <b>Gantt chart</b> with the milestones of a <b>budget</b> breakdown per deliverable, including the costing of activities to be undertaken and timeframes.</p>	<p>3. Project Plan Quality</p> <p>indicating Gantt chart milestones = <b>20 points</b></p> <p><b>NB: failure to include all required Gantt chart milestones will</b></p>	<p><b>10</b></p>



		<b>result in the project plan not being scored.</b>	
Total Score			<b>100</b>
Minimum functionality threshold 65%			

**All service providers who score less than (65%) for functionality will not be considered for Phase 3, Price and Preference Points System.**

### 10.3 Phase 3: Price and Preference Points System

This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations, 2022.

#### 1. This bid is issued with 80/20 preference points system

- 1.1 The applicable preference point system for this tender is 80/20 preference point system wherein 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

<b>Preference point system</b>	
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
<ul style="list-style-type: none"> <li>Historical Disadvantage Person (HDP) – Black Owned Enterprise (ownership equity percentage would be calculated based on the formula on page ...)</li> </ul>	20
<b>Total</b>	<b>100</b>

- 1.2 Specific goals may include the following:

- (i) Contract with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability,
- (ii) Implementing the programmes of the Reconstruction and Development Programme as published in government gazette No. 16805 dated 23 November 1994,

***It is mandatory for tenderers to complete SBD 6.1 to claim the points for specific goals, failure to complete the SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.***

1.3 It is compulsory for bidders to substantiate that they meet the above specific goals requirements by submitting the following evidence:

- (i) Copy of Enterprise Registration Certificate from the Companies and Intellectual Property Commission (CIPC).
- (ii) B-BBEE Certificate or Sworn Affidavit, **failure to submit the valid B-BBEE certificate or sworn affidavit as listed shall be interpreted to mean that the points for specific goals are not claimed:**
  - a) The B-BBEE certificate or sworn affidavit must indicate the black ownership percentage which would be calculated based on the formula stipulated on page 27.
  - b) The B-BBEE certificate or sworn affidavit must be valid for a period of 12 months from the date signed by commissioner.
  - c) The B-BBEE certificate must be issued by a SANAS accredited verification agency; or
  - d) A sworn affidavit must be on an accredited template issued by the DTI/CIPC for both EME or QSE,
  - e) A duly completed sworn affidavit signed by the deponent and commissioned by the authorized commissioner of oaths. The sworn affidavit must indicate the date, month and year on which the annual total revenue is based on and the level of black ownership that is claimed,
  - f) Bidders must ensure that the correct sworn affidavit for the Financial Sector are submitted.
  - g) A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level certificate.

## 11. INTELLECTUAL PROPERTY RIGHTS

Upon the completion of this project, the KZN Provincial Treasury shall be the sole proprietor of the products. All projects' outputs (reports, databases, datasets, presentations and so forth) remain the property of KZN Provincial Treasury and are protected under the Copyright Act 98 of 1978. Unauthorized use, without prior written consent is strictly prohibited.

## 12. GENERAL AND SPECIAL CONDITIONS OF CONTRACTS

- The awarding of final contract is subject to the conclusion of a service level agreement between KZN Provincial Treasury and the successful service provider.
- The successful bidder will be required to sign a Service Level Agreement (SLA). The appointed service provider must have the capacity, functional skills, knowledge and experience, to provide the service required at a level acceptable to KZN Provincial Treasury.
- The appointed service provider will be required to complete the deliverables as agreed in the signed SLA and TORs as well as within the budget agreed upon for the assignment.
- The appointed service provider shall treat all available data, methodologies and templates provided by M&E as strictly confidential and not available for any form of distribution or use other than on the project in respect of which the information was made available. The information of the project remains the property of the KZNPT.
- The bidder's staff complement must address the demographics of the country in line with government policies and the bidder must provide evidence (proof of BBBEE level of contribution) that it is complying with transformation in terms of the provisions relating to Broad Based Black Economic Empowerment (B-BBEE).
- The appointed service provider will report to the Chief Director: Cooperate Services on the assignment in accordance with the terms and conditions documented in the SLA.
- The Project may be initiated by means of a verbal briefing where it is considered appropriate and necessary.

**NB:** No payment shall be made should the M&E not be satisfied with the standard/performance of deliverables.

### 13. Enquiries

For enquiries contact Ms T. Mgujulwa Tel + 27 (0) 33 897 4211 or 072 421 9804, E-mail: [thembi.mgulujwa@kzntreasury.gov.za](mailto:thembi.mgulujwa@kzntreasury.gov.za)

All documentation (invoices and reports) should be submitted for attention of Ms T. Mgujulwa, Strategic Planning & Institutional Performance Management, KZN Provincial Treasury 145 Chief Albert Luthuli Street. Treasury House Pietermaritzburg 3200. Contact details are: Tel + 27 (0) 33 897 4211 or 072 421 9804, E-mail: [thembi.mgulujwa@kzntreasury.gov.za](mailto:thembi.mgulujwa@kzntreasury.gov.za)