



BID NOTICE AND INVITATION TO BID

BID NO: NLM/OMM/PIAS/2019/2020

PROVISION OF INTERNAL AUDIT SERVICES FOR THE SELECTED PROJECTS AS PER THE APPROVED RISK BASED INTERNAL AUDIT PLAN

Ntabankulu Local Municipality is calling upon proposals from experienced, competent and qualified service providers for the provision of **INTERNAL AUDIT SERVICES FOR THE SELECTED PROJECTS AS PER THE APPROVED RISK BASED INTERNAL AUDIT PLAN FOR A PERIOD OF TWENTY FOUR MONTHS.**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays.

Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R424.00 or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for the 23rd of March 2020 at 12:00 in the Ntabankulu Municipal Main Boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked "**PROVISION OF INTERNAL AUDIT SERVICES FOR THE SELECTED PROJECTS AS PER THE APPROVED RISK BASED INTERNAL AUDIT PLAN**": **BID NO : NLM/OMM/PIAS/2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 30 March 2020**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile will all completed projects, CV's of Employees
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on capacity and experience and bidders who failed to score a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	Points allocated
Business entity establishment (Company profile with clear business address and contact details)	10 points
Relevant entity experience Appointment letters and proof of project completion/progress report from traceable references <ul style="list-style-type: none"> • Four Traceable references = 20 points • Three Traceable references = 10 points • Less than two traceable references = 05 points 	20 points
Methodology: A detailed proposal clearly stating how the project will be executed and time frames.	30 points
Professional Registration with Institute of Internal Auditors South Africa (IIA SA)	20 points
Project team with their CV's and certificates	20 points
	100 points

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to Miss B. Diko at 039 258 2439/063 684 3252 or busisiwediko@gmail.com or Mr. O. Mdudi at 039 258 0314/082 786 0772 or mdudio@ntabankulu.gov.za during office hours.

Requested by



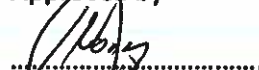
N. Mdutyana
Bid Specification Chairperson

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager