



BID NOTICE AND INVITATION TO BID

BID NO: NLM/MS/PIAS/2021/2022

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 (24) 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 **R500.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Branch Code:** 250035
- **Reference:** PIAS and Company Name

A compulsory briefing meeting has been scheduled for the **08th of February 2022 at 12:30 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/PIAS/2021/2022 in the main entrance** of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **11h00 on 15 February 2022**, 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 required mandatory documents in their tenders on the pages indicated in the Tender document:

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- Valid Tax SARS compliance pin.
- Completed and signed Municipal Bidding Documents (MBD 3.1; 4; 6.2; 8; & 9) **NB. All MBD forms must be signed after the date of the advert.**
- Proof of company registration.
- Original Certified ID copies for the entity owner/s (Not older than 3 months prior to the date of tender closure).
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points.
- 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.** All bidding documents must be submitted in their original format, **no copies** of bidding documents will be accepted.

NB. Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.

Functionality will be evaluated based on the following criteria and tenderers who fail to score a minimum functionally assessment of 70 points will be considered non-responsive and will not be evaluated further:

Area of evaluation	Points allocated
Company Profile Business entity establishment (Company profile with clear business address and contact details)	10 points
Relevant entity experience (details to be provided in the Template attached with Portfolio of Evidence) <ul style="list-style-type: none"> • Three Traceable references where bidder has assisted and the Municipality assisted obtained Unqualified audit opinion = 20 points • Two Traceable references where bidder has assisted and the Municipality assisted obtained Unqualified audit opinion = 10 points • Less than two traceable references where bidder has assisted and the Municipality assisted obtained Unqualified audit opinion- = 05 points 	20 points
Methodology: A detailed proposal clearly stating how the project will be executed and time frames	40 points

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for each project milestone.	
Expertise: Professional Registration with Institute of Internal Auditors South Africa	10 points
Project team: <ul style="list-style-type: none"> • Two Chartered Accountants per Project Team = 20 points • Less than two Chartered Accountants per Project Team = 10 points 	20 points
TOTAL	100 points

Please note that as part of Evaluation Criteria, preference will be given to Service Providers that attach Proof of External Quality Assurance Evaluation (External QAR) that guarantees quality of the work done in previous audits.

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 **busiswediko@gmail.com** or **Mr. O. Mdudi** at **039 258 0314/082 786 0772** or **scmmanagerntabankulu@gmail.com** during office hours i.e. between 08h00 and 16h30.

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Requested by



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N. Mdutyana
Bid Specification Chairperson

Recommended by



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X.N. Venn
CFO

Approved by



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L. Nonyongo
Municipal Manager