



TENDER NOTICE AND INVITATION TO TENDER

BID NO: NLM/MS/CSIAS/2024/2025

Proposals are hereby invited by Ntabankulu Local Municipality from experienced and competent bidders for Co-Sourced Internal Audit Services for a period of 24 Months.

A detailed specification will be available in the Bid document. A compulsory briefing session will strictly be 30 minutes. Punctuality will be adhered to. The briefing session will be conducted at Ntabankulu Local Municipality.

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
- **Brach Code:** 250035
- **Reference:** CSIAS and Company Name

A compulsory briefing meeting/session has been scheduled for **18th of October 2024** at **11H00, at Ntabankulu Local Municipality.**

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 **"CO-SOURCED INTERNAL AUDIT SERVICES 2024/2025: NLM/MS/CSIAS/2024/2025"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 4th of November 2024**, 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.

Bidders must submit the following mandatory documents with their bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit

<ul style="list-style-type: none"> • One traceable reference where bidder has assisted the municipality and that assisted Municipality obtained Unqualified audit opinion. 		
<p>Methodology: A detailed proposal:</p> <ul style="list-style-type: none"> • clearly stating how the project will be executed, financial projections, and time frames for each project milestone • clearly stating how the project will be executed and financial projections. • clearly stating how the project will be executed 	<p>20 points</p> <p>10 points</p> <p>05 points</p>	<p>20 points</p>
<p>Expertise: Professional Registration with Institute of Internal Auditors South Africa (IIA SA)</p>	<p>10 points</p>	<p>10 points</p>
<p>Project team:</p> <ul style="list-style-type: none"> • Two or more Accredited Chartered Accountants per Project Team with minimum of 3 years' experience in the municipal audit • One Accredited Chartered Accountants per Project Team with minimum of 3 years' experience in the municipal audit • Zero Accredited Chartered Accountants per Project Team 	<p>20 points</p> <p>10 points</p> <p>0 points</p>	<p>20 points</p>
<p>Detailed Skills transfer plan</p>	<p>10 points</p>	<p>10 points</p>

Personnel conducting the reviews should involve the in-house internal audit team to transfer the skill and report to Audit Committee on the execution of the skill transfer plan.		
Attached Proof of External Quality Assurance Evaluation (External QAR) that guarantees quality of the work done in previous audits.	10 Points	10 Points
		100 points

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

(Note to organs of state: Where either the 90/10 or 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people		4		
Business owned by <50% black people OR		1		
Business owned by =>50% women		3		
Business owned by <50% women OR		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		
Business owned by <50% Youth (age >35 years on the closing date) OR		3		
Business owned by People with Disability / Military veteran		2		
Small Enterprise (SMME Category – QSE/EME)		2		
Promoting Locality - Business located within Ntabankulu		4		
Promoting Locality - Business located in Alfred Nzo District OR		3		

Promoting Locality - Business located in Eastern Cape OR		2		
Promoting Locality - Business located in South Africa		1		

Bidders are required to score a minimum of 70% on the evaluation criteria

The provisions of the Preferential Procurement Regulations 2022 will apply.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest bid or any bid. Late, incomplete, telegraphic, or facsimile bids 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 technical enquiries should be directed to **Ms. B. Diko at dikob@ntabankulu.gov.za or 063 684 3252** and procurement or SCM enquiries should be directed to **Mr. O. Mdudi at 082 786 0772 or mdudio@ntabankulu.gov.za** during office hours i.e. between 08h00 and 16h30.

Approved by

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I.Sikhulu-Nqwena
Municipal Manager