

TENDER NOTICE AND INVITATION TO TENDER



BID NO: AW 2021/22/03

PROVISION OF INTERNAL AUDIT SERVICES TO AMATOLA WATER FOR THE PERIOD OF THREE YEARS

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Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

INVITATION AND SCOPE OF WORK

Suitably experienced and qualified Contractors are invited to respond to this bid invitation for the **PROVISION OF INTERNAL AUDIT SERVICES TO AMATOLA WATER FOR THE PERIOD OF THREE YEARS**

Bid Number	Bid Description	Compulsory Clarification Meeting	Bid Closing Date and Time
AW2021/22/03	PROVISION OF INTERNAL AUDIT SERVICES TO AMATOLA WATER FOR THE PERIOD OF THREE YEARS	<p>On Tuesday, 1 February 2022 @ 11:00am, a compulsory clarification meeting will be held at Amatola Water Regional Office, Nahoon Dam Boat House, East London, Eastern Cape. Any changes on the document will be uploaded onto Amatola Water Website. Due to COVID 19 pandemic regulations, attendance will be limited to one representative per entity. No tender documents will be shared at the clarification meeting.</p> <p>Latitude: <input type="text" value="32°54'18.90\"/></p> <p>Longitude: <input type="text" value="27°48'51.67\"/></p>	Tuesday, 22 February 2022 at 11:00 am

Only tenderers who meet the 4 stage Evaluation Criteria will be eligible to tender.

1. EVALUATION CRITERIAS-DISQUALIFYING FACTORS

The received bid proposals will be evaluated in different phases to arrive to the final phase of bid award, and the phases will be as follows:

STAGE 1 – PRE-QUALIFICATION

Your bid proposal will be deemed as non-responsive if the below table is not completed

Condition	POE	Comply(Y/N)
Proof of registration with a professional body like Institute of Internal Auditors South Africa (IIA SA), Information Systems Audit and Control Association (ISACA), South African Institute of Chartered Accountants (SAICA).	Copy of registration certificate or Letter of good standing	

STAGE 2 – COMPLIANCE SCREENING/ADMINISTRATIVE COMPLIANCE

In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements will be eliminated and bidders who comply with the below progresses to the next phase.

- Bid documents must be properly received on the **bid closing date and time** specified on the invitation. (**Bid closing date, 22 February 2022 @11am**)
- Bid documents must be properly fully completed, dated, signed in non-erasable ink.
- Submission of the bid document must be in a sealed envelope clearly marked:
- “AW2021/22/03 - THE PROVISION OF THE INTERNAL AUDIT DERVICCES TO AMATOLA WATER FOR THE PERIOD OF THREE (3) YEARS”
- The bid document must be completed in all respects in non-erasable ink.
- Bids must be submitted on original bid documents.
- Bid documents must remain intact and no portion may be detached

The following declaration forms must be completed and signed in full:

SBD 1: Invitation to Bid

SBD 4: Declaration of Interest

SBD6.1: Preference points claim form in terms of Preferential Procurement Regulations 2017

SBD 8: Declaration of Bidder's Past SCM Practices

SBD 9: Certificate of Independent Bid Determination

FORM A: AUTHORITY TO SIGN

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity

The Bidders are encouraged to submit the following documents:

- B-BBEE VERIFICATION CERTIFICATE/SWORN AFFIDAVIT for EMEs and QSEs where applicable
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

STAGE 3 – FUNCTIONALITY/TECHNICAL EVALUATION

Functionality Evaluation Criteria

No.	EvaluationCriteria	Details	Point Allocation	Documentary Proof to be attached during bid submission
1	Company Experience: Previous similar contracts	Company experience in Public Sector, specifically National Government, Provincial Government and State Owned Entities i.e. PFMA: 5 years' experience in the Public Sector stated above 3 - 4 years of experience in the Public Sector stated above 1 – 2 years of experience in the Public Sector stated above Less than 1 year in the Public Sector stated above	20 15 10 5	1. Company profile reflecting relevant experience. 2. Maximum of three Reference Letters from the contactable Public Sector Institutions where Internal Audit Services were rendered.
2	Team Leader Technical Expertise	Project Director/Team Leader: 1. Qualified South African Chartered Accountant CA (SA)/Certified Internal Auditor (CIA). 2. Minimum of 10 years. experience – 3. Public Sector Audit experience. Project Director/Team Leader: 1. Not a Qualified South African Chartered Accountant CA (SA)/Certified Internal Auditor (CIA). 2. Less than 10 years. Experience. 3. No Public Sector Audit experience.	1. 5 2. 5 3. 5 1. 2.5 2. 2.5 3. 2.5	1. Detailed CV and certified copy of qualifications. Certified copies must be within 3 three months. 2. Proof of registration to relevant professional body e.g. SAICA/IIA SA.
3	Audit Team Technical Expertise	Audit team – 1. Senior Manager to have a minimum Bachelor's Degree/B-Tech and qualified CA (SA)/ CIA. 2. Manager to have a minimum Bachelor's Degree/B-Tech, completed articles and registered with SAICA/IIA SA and studying towards CA (SA) or CIA exams. 3. Senior Internal Auditors to have minimum Bachelor's Degree/B-	1. 4 2. 3	1. Detailed CV and certified copy of qualifications not older than 3 months of audit team members indicating involvement in Internal Audit assignments. 2. Proof of registration to relevant professional body e.g. SAICA/IIA SA.

		Tech, completed articles and registered with either SAICA/ IIA (SA). 4. Internal Auditors to have minimum Bachelor's Degrees/B-Tech, and registered with either SAICA/IIA (SA).	3. 2 4. 2	
4	Specialists	Specialists – 1. Qualified IT Audit specialists must be Certified Information Systems Auditor (CISA) and registered with Information Systems Audit and Control Association (ISACA). 2. Forensic specialists must be a Certified Fraud Examiner (CFE) and be registered with Association of Certified Fraud Examiners (ACFE). 3. Registered Engineer with engineering and project management experience and registered with relevant professional body.	1. 5 2. 5 3. 5	1. Detailed CV and certified copy of qualifications not older than 3 months of audit team members. 2. Proof of registration to relevant professional body e.g. ISACA, ACFE, The South African Institute of Civil Engineering, The Engineering Council of South Africa (ECSA) etc.
5.	Methodology	Step by step Plan with clear deliverables, in line with the timelines. <hr/> Step by step Plan with clear deliverables, but not in line with timelines No clear Plan	4 2 1	Methodology outlining all the relevant phases/stages of the audit.
6	Skills Transfer Plan	Detailed Skills Transfer Plan indicating how a prospective service provider intends transferring skills to the in-house Internal Audit team.	5	1. Detailed Skills Transfer Plan. 2. Proof of previous implementation of Skills Transfer Plan.
Maximum Total Score for functionality assessment			100	
Minimum number of total points required for functionality evaluation			70	

STAGE 4 – PRICE AND PREFERENCE 80/20

Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100

All forms and declarations must be signed and completed and returned with the Bid Document as a whole.

Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.

2. BID PUBLICATION

Bid documents are to be downloaded free of charge from **09 January 2022** on the Amatola Water Website (www.amatolawater.co.za) on the Tender page.

3. BID SUBMISSION

The original completed bid documents and supporting documents, must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London, prior to the time and date indicated in the bid notice and the Tender Data. No public opening of tenders will be allowed due to the resurgence of Covid 19 pandemic, however Tender offer results will be published onto Amatola Water Website within 30 days from the closing date.

4. BID ENQUIRIES

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms. M. Matshikwe at mmatshikwe@amatolawater.co.za (for SCM enquiries) and Mr. L. Mvandedwa at lmvandedwa@amatolawater.co.za (for technical enquiries).

Mr. S. Qweleka
Acting Chief Executive