

**BID FOR:  
 INTERNAL AUDIT SERVICES AT THE PLAYHOUSE COMPANY  
 FOR A PERIOD OF 3 YEARS.**

**BID NUMBER:**

|  |  |
|--|--|
| <p><b>The Playhouse Company</b><br/>         The KwaZulu-Natal Performing Arts Company<br/>         Contact: Mr. Siya Manqele<br/>         Email: <a href="mailto:accountingassistant@playhousecompany.com">accountingassistant@playhousecompany.com</a><br/>         Tel: (031) 369 9507<br/>         Fax: (031) 306 2166</p> | <p><b>The Playhouse Company</b><br/>         The KwaZulu-Natal Performing Arts Company<br/>         Contact: Mrs. Kay Khan<br/>         Tel: (031) 369 9425<br/>         Fax: (031) 306 2166</p> |
| <p>Name of bidder: .....</p> <p>.....</p> <p>Amount for 3 years (VAT Inclusive): R .....</p>   |  |

**Closing date : 27 February 2024**

**Time : 11:00 am**

**Validity period: 90 days from closing date**

**BIDDERS ARE RESPONSIBLE TO ENSURE THAT THE BID DOCUMENTS ARE COMPLETE AND ALL PAGES ARE SECURELY ATTACHED.**

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## PART A INVITATION TO BID

|  |  |                  |   |  |  |
|--|--|------------------|---|--|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>   |  |                  |   |  |  |
| BID NUMBER:  | PHC 86/2024  | CLOSING DATE:    | 27 February 2024  | CLOSING TIME:  | 11:00am  |
| DESCRIPTION  | INTERNAL AUDIT SERVICES AT THE PLAYHOUSE COMPANY FOR A PERIOD OF 3 YEARS.          |                  |   |  |  |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>   |  |                  |   |  |  |
| The Playhouse Company  |  |                  |   |  |  |
| 29 Acutt Street  |  |                  |   |  |  |
| Durban central   |  |                  |   |  |  |
| 4001   |  |                  |   |  |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |  |  |
| CONTACT PERSON   |  | CONTACT PERSON   |   |  |  |
| TELEPHONE NUMBER   |  | TELEPHONE NUMBER |   |  |  |
| FACSIMILE NUMBER   |  | FACSIMILE NUMBER |   |  |  |
| E-MAIL ADDRESS   |  | E-MAIL ADDRESS   |   |  |  |
| <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<br>[IF YES ENCLOSE PROOF] |                  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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> |  |                  |   |  |  |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  |
| 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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 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 2: SPECIAL INSTRUCTIONS TO BIDDERS

### 1. RESPONSIVENESS CRITERIA

The Playhouse Company will consider no BID unless it meets the following responsiveness criteria. If a NO response is indicated for any one of the items below, the BID WILL BE DISQUALIFIED:

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Bids must be submitted electronically on eTender portal or to <a href="mailto:accountingassistant@playhousecompany.com">accountingassistant@playhousecompany.com</a> via email or a secure link for download on or before the deadline, clearly indicating the <u>description of the service</u> and the <u>Bid number</u> for which the BID is submitted. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | The Bid must be deposited in the <u>relevant</u> Bid box as indicated on the notice of the Bid <u>on or before</u> the closing date and time of the Bid.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | A <u>Valid Tax Clearance Certificate</u> or <u>SARS issued pin</u> must be submitted with the Bid on or before the closing time and date of the Bid.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Bid forms must be completed in <u>full</u> , this includes the Registration of Suppliers Database Application document for The Playhouse Company's supplies database.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Certified copy</u> of the company registration certificate must be submitted together with the Bid documents on or before the closing time and date of the Bid.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Copies of Identity Documents of Members/ Shareholders/ Partners.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Past <u>3 years audited</u> financial statements attached.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Financial ability to execute the contract.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <u>CSD Registration report</u> submitted.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Pricing schedule/comprehensive line-item budget for 3 years based on an estimate of 700 hours per year.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | External quality review organisation of which the bidder is a member, and the proof of such membership, e.g. IRBA, SAICA and, or IIA.  |

## 2. BID PROCEDURES AND INSTRUCTIONS

In the procedures described below, kindly interpret the singular to include the plural. (A list of contact telephone numbers appear at the end of this section and on the cover).

Bidders are asked to:

Yes  No Review all the documentation as listed above.

Yes  No Complete the bid documents as indicated. (Use black ball point pen). Any alterations made must be initialed.

Yes  No Send the completed bid electronically on eTendert portal or to [accountingassistant@playhousecompany.com](mailto:accountingassistant@playhousecompany.com) via email or secure link for download, **on or before bid closing date and time.**

No bids will be accepted after the cut-off time.

Bids submitted will be reviewed in accordance with our SCM Policy, National Treasury Regulations and the PFMA and the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC)

Acceptance of contract of Agreement shall be simultaneous with the award of the bid to the successful bidder.

There shall be a **public opening** of the Bids received, with the **names of the bidders announced only** and a list of the bids received will be published on The Playhouse Company website. There shall be no discussions with any enterprise until evaluation of the bid has been complete. Any subsequent discussions shall be at the discretion of The Playhouse Company. Unless specifically provided for in the bid document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

## SECTION 3: TAX CLEARANCE REQUIREMENTS

## SBD 2

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to Foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate or SARS Issued pin that will be valid for a period of 1 (one) year from the date of approval.
3. The original tax clearance certificate or SARS Issued pin must be submitted together with the bid. Failure to submit a compliant tax status will result in invalidation of the bid.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate tax clearance certificate.
5. Copies of the TCC 001 "Application for a tax clearance certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za)
6. Applications for the tax clearance certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)

### **Section 4: APPLICATION FOR TAX CLEARANCE CERTIFICATE**

**Refer to Annexure A**

## SECTION 5: INFORMATION FOR SERVICE PROVIDERS

### 1. BACKGROUND

The Playhouse Company comprises prime live theatre venues in the Province of KwaZulu Natal (KZN). The Playhouse Company is situated in the heart of Durban Central Business District. It is a multi venue complex housed within Tudor and Moorish style buildings. The theatres were restored to their former glory and were combined to form KwaZulu Natal's live entertainment complex known as The Playhouse Company which re-opened in 1986. The Playhouse Company employs its resources and facilities for a variety of artistic programs. The objectives of The Playhouse Company are to:

- Empower talented, gifted and previously disadvantaged people of the Province of KwaZulu Natal
- To provide artistic skills through projects and programs.
- To create an environment that will nurture growth, innovation and excellence in all performance art forms and
- Ultimately to contribute towards a vibrant culture in the leisure and entertainment industry that will provide employment to cultural practitioners in the region as well as make a significant contribution to KwaZulu Natal.

The KwaZulu-Natal Performing Arts Company trading as The Playhouse Company was declared a Cultural Institution by the Minister of Arts Culture, Science & Technology in March 2003, in terms of Section 3 (1) of the Cultural Institutions Act 1998 (Act No 119 of 1998)

The Playhouse Company is a Schedule 3 Public Entity classified in terms of the Public Financial Management Act. The Playhouse Company was de-registered for VAT by SARS effective 31/03/2005 as for all such Public Entities.

### 2. REQUIREMENT OF THE BID

The requirement of this bid is for the provision of services/goods as stated on the cover page.

#### 2.1 TERMS OF ENGAGEMENT

The bid will be for the duration of the services/goods as stated on the cover page. The timelines are as follows:

- |                                      |                           |
|--------------------------------------|---------------------------|
| 1. Placing of advert                 | 06 February 2024          |
| 2. Closing of tender                 | 27 February 2024 @11:00am |
| 3. Tender award to successful bidder | 29 March 2024             |
| 4. Contractor commencement           | 01 April 2024             |

We do not guarantee that the award date and contract commencement date will materialise as indicated, we reserve the right to change them as and when required.

#### 2.2 SCOPE OF WORK

Refer to SECTION 17 for detailed documentation and instructions.



### 3. REQUIRED BIDDING FORMAT AND CONTENT

The bid should include at least the following information:

#### 1. First / Front page listing clearly:

1. Service Provider's registered name of company and company registration number.
2. Contact details for tender clarifications purposes (person/s name, telephone, cell phone and fax numbers, e-mail address, physical and postal addresses)

#### 2. Description of business:

1. The bidder's business outline (focus area, turnover, profit, structure, shareholding, information technology, staff training etc.)
  - 1.1. Involvement of SMME/s
  - 1.2. Location of Business Base

#### 3. Track Record

- 3.1  Yes  No Similar contracts performed or currently being performed (experience within the industry). A minimum of five (5) current references for verification purposes.

| Company Name | Contact Person | Contact Number | Contract Value |
|--------------|----------------|----------------|----------------|
| 1.           |                |                |                |
| 2.           |                |                |                |
| 3.           |                |                |                |
| 4.           |                |                |                |
| 5.           |                |                |                |

- 3.2  Yes  No Client references to be submitted including individual names and contact telephone numbers. The bidder's permission is required by The Playhouse Company to pursue references on the Contractors performance

#### 4. Financial bid should provide as much detail as possible.

- 4.1 See section 17 for financial proposal.

**5. Proposed Contract Workers**

5.1 Organogram of management and ownership.

1. Partner/s or Director/s with detailed CV/s.

2. Summary CV/s (experience, skills, qualifications) of senior supervisory individuals.

**6. Commencement of contract**

6.1.  Yes  No The successful service provider will be required to commence with the services as per the dates detailed under 2.1 Terms of Engagement above.

**SECTION 6: CONTRACTUAL DOCUMENTATION**

Contractual documentation required in respect of the tender are as follows:-

Yes  No Proof of insurance – Public Liability Insurance

**SECTION 7: REGISTRATION OF SUPPLIERS ON THE PLAYHOUSE COMPANY DATABASE**

Suppliers must be registered on the National Treasury’s Central Supplier Database (CSD) on [www.csd.gov.za](http://www.csd.gov.za).

A CSD Registration report must accompany this document on submission.

CSD Registration Report attached?

Yes  No

**1. OWNERSHIP**

1.1 Is there equity ownership by BEE? **YES / NO**

1.2 Is this a joint Venture Entity? **YES / NO**

1.3 If 1.1 or 1.2 is yes, provide names of Black partners hereunder and % shareholding/ holding company:

|  |   |  |   |
|--|---|--|---|
|  | % |  | % |
|  | % |  | % |

1.4 What is HDI ownership percentage? .....

**2. EXECUTIVE MANAGEMENT & BOARD MEMBERS’ INVOLVEMENT**

2.1

| Full Name | ID Number | SA Citizen before 27/4/94 Yes/No | Capacity: Member/ Partner/ Shareholder/ Trustee/ Beneficiary | % Ownership/Part nership/ Trust/ Interest | M/F | Disabled Yes/No | HDI Yes/ No | (*) Race W/B/ I/C/ Other | %of Time devoted to the Business |
|-----------|-----------|----------------------------------|--|---|-----|-----------------|-------------|--------------------------|----------------------------------|
|           |           |                                  |  |   |     |                 |             |                          |                                  |
|           |           |                                  |  |   |     |                 |             |                          |                                  |
|           |           |                                  |  |   |     |                 |             |                          |                                  |
|           |           |                                  |  |   |     |                 |             |                          |                                  |
|           |           |                                  |  |   |     |                 |             |                          |                                  |

(\*) NB: The request for the Race of a person herein is required for STATISTICAL PURPOSES ONLY and is not intended to prejudice any Service Provider in any manner whatsoever.

**LEGEND**

(M) – Male (F) – Female (W) – White (B) – Black (I) – Indian (C) – Coloured

2.2 What percentage comprises Black Senior Management? .....

**3. HUMAN RESOURCES**

3.1 Is there an Employment Equity plan in your organisation **YES / NO**

3.1.1 If yes, indicate the DOL (Dept of Labour) status with regard to the plan and attach relevant certificate:

3.2 Please complete the following Employment Equity Statistics:

| Occupational Levels   | MALE |   |   |   | FEMALE |   |   |   | TOTAL |
|---|------|---|---|---|--------|---|---|---|-------|
|   | B    | W | C | I | B      | W | C | I |       |
| Top Management  |      |   |   |   |        |   |   |   |       |
| Senior Management   |      |   |   |   |        |   |   |   |       |
| Professionally qualified experienced specialists and mid management                                   |      |   |   |   |        |   |   |   |       |
| Skilled technical and academically qualified workers, junior management, supervisors, superintendents |      |   |   |   |        |   |   |   |       |
| Semi-skilled and discretionary decision making  |      |   |   |   |        |   |   |   |       |
| Unskilled and defined decision making   |      |   |   |   |        |   |   |   |       |
| <b>TOTAL</b>  |      |   |   |   |        |   |   |   |       |

Key: B – Black, W – White, C – Coloured, I – Indian

3.3 Skills development expenditure as a proportion of total payroll:

3.3.1 What is the total payroll per annum **R**

3.3.2 What is the total training expenditure for the past financial year **R**

3.3.3 What percentage of training expenditure was allocated to HDI's \_\_\_\_\_ %

4. **INDIRECT EMPOWERMENT**

4.1 Does your company have a Preferential Procurement Policy? **YES/NO**  
And if so do you have a scorecard to measure that?

4.2 What percentage of goods/services were sourced from Black suppliers with a Dept of Trade and Industry weighted average of 20% and above in the past twelve months\_\_\_\_\_%

4.3 Have you invested or offered business and non-business related support to BEE companies **YES/NO**

If yes, state:

| Company | Total Assets | Nature of Investment/Support |
|---------|--------------|------------------------------|
|         |              |                              |
|         |              |                              |
|         |              |                              |

5. **SMME STATUS**

| Total full-time paid employees | Total annual turnover | Total gross asset value (fixed property excluded) | REMARKS (for office use) |
|--------------------------------|-----------------------|---|--------------------------|
|                                |                       |   |                          |

6. **TRADE REFERENCES**

Please provide at least three trade references:

| Client | Contact Person | Contact Number | Account Number |
|--------|----------------|----------------|----------------|
|        |                |                |                |
|        |                |                |                |
|        |                |                |                |

I hereby declare the information provided above and contained in the CSD Report is true and correct.

\_\_\_\_\_  
**FOR AND ON BEHALF OF THE APPLICANT COMPANY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME OF SIGNATORY**

\_\_\_\_\_  
**CAPACITY OF SIGNATORY (POSITION HELD IN COMPANY)**

**SECTION 8: PRICING SCHEDULE – PROFESSIONAL SERVICES**

**NOTE: A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED ACCORDING TO SECTION 17, (1.8.5)**

|                                |                       |
|--------------------------------|-----------------------|
| NAME OF BIDDER: .....          | BID NO.: PHC 86/2024  |
| CLOSING DATE: 27 February 2024 | CLOSING TIME 11:00 AM |

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

| ITEM NO | DESCRIPTION   | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |            |
|---------|---|--|------------|
| 1.      | The accompanying information must be used for the formulation of proposals.   |  |            |
| 2.      | Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project R..... |  |            |
| 3.      | PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)  |  |            |
| 4.      | PERSON AND POSITION   | HOURLY RATE  | DAILY RATE |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
| 5.      | PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT  |  |            |
|         | -----   | R-----   | ----- days |
|         | -----   | R-----   | ----- days |
|         | -----   | R-----   | ----- days |
|         | -----   | R-----   | ----- days |

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | R.....   | R..... |
| .....                                 | ..... | R.....   | R..... |
| .....                                 | ..... | R.....   | R..... |
| .....                                 | ..... | R.....   | R..... |
| TOTAL: R.....                         |       |          |        |

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE    | QUANTITY | AMOUNT |
|---------------------------------------|---------|----------|--------|
| .....                                 | R ..... | .....    | R..... |
| .....                                 | R ..... | .....    | R..... |
| .....                                 | R ..... | .....    | R..... |
| .....                                 | R ..... | .....    | R..... |
| TOTAL: R.....                         |         |          |        |

- 6. Period required for commencement with project after acceptance of bid.....
- 7. Estimated man-days for completion of project.....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]





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:  
.....  
.....

**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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

---

<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.

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

**SECTION 10: SITE INSPECTION CERTIFICATE – N/A**

~~NB: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.~~

~~Site/building/institution involved:.....~~

~~Bid no:.....~~

~~Service:.....~~

~~THIS IS TO CERTIFY THAT (NAME).....~~

~~ON BEHALF OF.....~~

~~VISITED AND INSPECTED THE SITE ON (DATE).....~~

~~AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.~~

~~.....  
**SIGNATURE OF SERVICE PROVIDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)~~

~~**DATE:**.....~~

~~.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)~~

~~.....  
**DEPARTMENTAL STAMP**  
(OPTIONAL)~~

~~**DATE:**.....~~

## SECTION 11: EVALUATION CRITERIA

Evaluation of the bid responses will be done in 3 phases (referred to as gate 0, gate I and gate II) and is based on predetermined weightings.

**GATE 0: Prequalification gate**

1. Central Supplier Registration (CSD).
2. SARS Issued pin or Valid Tax Clearance Certificate.
3. Recent audited financial statements for the past 3 years.
4. Completed and signed SBD documents.
5. Pricing schedule/comprehensive line-item budget for 3 years based on an estimate of 700 hours per year.
6. External quality review organisation of which the bidder is a member, and the proof of such membership, e.g. IRBA, SAICA and, or IIA.

**Please note: Failure to submit the mandatory documentation and information stated above will result to the bid failing the PPPFMA Evaluation**

**GATE I: Technical Evaluation**

1. Only bids with all information supplied in SECTION 12 as requested will be evaluated in Gate I (Technical).
2. A minimum of **75%** on the Gate I Technical Evaluation is required for bids to be considered for Gate II evaluation.

**Financial analysis:**

Bids that pass through gate I will be evaluated for financial stability, capability and ability to execute the contract

**GATE II: PPPFMA 80/20 Evaluation**

1. Only bids achieving the minimum GATE I technical evaluation pass rate will be considered for Gate II evaluation.
2. The Gate II evaluation will be conducted according to PPPFMA treasury act rules.
  - Price 80 points
  - Specific Goals 20 points

**SECTION 12: FUNCTIONALITY EVALUATION CRITERIA**

Functionality covers the bidder's technical competency, capability, experience and financial proposal.

**Bidders scoring less than 75 out of 100 will be regarded as having submitted a non-responsive bid and will be disqualified. All bidders that score 75 points or more will be evaluated further on points for price and special goals in terms of the 80/20 system.**

**Please indicate under REFERENCE where the relevant supporting documentation to score you points can be found in your submission.**

| Quality criteria        | Sub-criteria  | Weight |
|-------------------------|---|--------|
| 1. Technical component  | <p>The bidder must have explained the approach to performing internal auditing, including; the audit methodology, nature, timing and extent of audit procedures to be performed for the following services:</p> <ul style="list-style-type: none"> <li>a. Strategic and Operational Risk Workshops = 10 Points</li> <li>b. Financial auditing = 10 Points</li> <li>c. Compliance auditing = 10 Points</li> <li>d. Performance auditing = 10 Points</li> <li>e. Computer auditing = 10 Points</li> </ul> <p>Each component will be assessed for relevance and display of technical knowledge as follows:<br/>           10 points = meets all the requirements<br/>           7 points = meets at least 70% of the requirements<br/>           5 points = meets at least 50% of the requirements<br/>           0 points = meets less than 50% of the requirements</p>   | 50     |
| 2. Management component | <p>The bidder must have furnished satisfactory evidence of its capability to provide professional and timely services. To meet this requirement, the bidder must:</p> <ul style="list-style-type: none"> <li>a. Provide the name of the external quality review organisation of which the bidder is a member, and the proof of such membership should be provided.<br/> <b>= 5 Points</b>, e.g. IRBA, SAICA and, or IIA with the relevant internal audit experience</li> <li>b. Provide an organogram or list of partners, managers, specialists and auditors involved in the audit of the Playhouse Company; List the names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement, by area of expertise.<br/> <b>= 5 points</b></li> <li>c. Provide details of staff training and development policies and procedures with specific mention of continuing professional accounting and auditing experience/qualifications received by the proposed audit team during the last two years.<br/> <b>= 5 points</b></li> </ul> <p>Full points will be awarded if all requirements of each criteria are met.</p> | 15     |

| 3. Capability                           | <p><b>The Engagement Director</b> must have a minimum of ten (10) years' experience post articles in internal auditing within the Public Sector or similar services and have at least an NQF level 8 qualification plus be a Certified Internal Auditor (CIA) or South African Chartered Accountant CA (SA). = 5 points</p> <p><b>The Internal Audit Manager</b> must have a minimum of five (5) years' experience post articles in the public sector internal audit or similar services and have at least NQF level 7 qualification plus CIA or CA (SA), or AGA (SA) or equivalent. = 5 points</p> <p><b>The internal audit team members</b> to be assigned to the project must be in possession of an tertiary audit qualification in internal auditing and must have a minimum of three (3) years' experience in auditing within the public sector. Years of experience should exclude internship/training learnerships. The proposed internal audit team must be in possession of a combination of CIA, Professional Internal Auditor (PIA), Certified Information System Auditor (CISA) or related professional qualifications. = 5 points</p> <p>Full points will be awarded if all requirements of each criteria are met.</p>  | 15             |  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
|---|---|----------------|--|--|--|----------------|----------------|----------------|---------------------|----|----|---|---------------------|----|---|---|---------------------|---|---|---|---------------------|---|---|---|--------------------|---|---|---|---------------------|---|---|---|----|
| 4. Track record and previous experience | <p>The bidder must provide written reference letters relating to the provision of <b>internal audit assignments</b> in the public sector (not older than five (5) years) to whom internal audit services are/were provided on similar scale contracts of 3 to 5 years.</p> <p>Point will be awarded based on number of letters and reference letters for engagements conducted within the last three to five years:</p> <table border="1" data-bbox="423 1087 1313 1409"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Reference letters for engagement conducted in the:</th> </tr> <tr> <th>Last 0-3 years</th> <th>Last 3-4 years</th> <th>Last 4-5 years</th> </tr> </thead> <tbody> <tr> <td>5 reference letters</td> <td>15</td> <td>10</td> <td>5</td> </tr> <tr> <td>4 reference letters</td> <td>12</td> <td>8</td> <td>4</td> </tr> <tr> <td>3 reference letters</td> <td>9</td> <td>6</td> <td>3</td> </tr> <tr> <td>2 reference letters</td> <td>6</td> <td>4</td> <td>2</td> </tr> <tr> <td>1 reference letter</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>0 reference letters</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The reference letters include the value of the projects completed, contact person, contact number, e-mail address, confirmation of service rendered; and must be duly signed.</p> |                | Reference letters for engagement conducted in the: |  |  | Last 0-3 years | Last 3-4 years | Last 4-5 years | 5 reference letters | 15 | 10 | 5 | 4 reference letters | 12 | 8 | 4 | 3 reference letters | 9 | 6 | 3 | 2 reference letters | 6 | 4 | 2 | 1 reference letter | 3 | 2 | 1 | 0 reference letters | 0 | 0 | 0 | 15 |
|   | Reference letters for engagement conducted in the:  |                |  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
|   | Last 0-3 years  | Last 3-4 years | Last 4-5 years                                     |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 5 reference letters                     | 15  | 10             | 5  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 4 reference letters                     | 12  | 8              | 4  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 3 reference letters                     | 9   | 6              | 3  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 2 reference letters                     | 6   | 4              | 2  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 1 reference letter                      | 3   | 2              | 1  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 0 reference letters                     | 0   | 0              | 0  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| 5. Financial proposal                   | <p>The bidder submitted a comprehensive line-item 3 year budget showing the proposed audit activities, budgeted hours per activity and per team member. All assumptions made in drawing up the budget, including all cost factors such as disbursements and travelling inclusive of VAT are detailed using the table provided under 1.8.5. = 5 points.</p> <p>Full points will be awarded if all requirements of each criteria are met.</p>   | 5              |  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |
| <b>Score for quality</b>                |   | <b>100</b>     |  |  |  |                |                |                |                     |    |    |   |                     |    |   |   |                     |   |   |   |                     |   |   |   |                    |   |   |   |                     |   |   |   |    |

**SECTION 13: DECLARATION OF SERVICE PROVIDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 8**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item  | Question  | Yes | No |
|-------|---|-----|----|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied)</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p> | Yes | No |
| 4.1.1 | If so, furnish particulars:   |     |    |
| 4.2   | <p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>  | Yes | No |
| 4.2.1 | If so, furnish particulars:   |     |    |
| 4.3   | <p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>   | Yes | No |
| 4.3.1 | If so, furnish particulars:   |     |    |

|       |   |     |    |
|-------|---|-----|----|
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes | No |
| 4.4.1 | If so, furnish particulars:   |     |    |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

|                  |       |
|------------------|-------|
| <b>WITNESSES</b> |       |
| 1                | ..... |
|                  | ..... |
| 2                | ..... |

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|------------------------|---------------------------------------|-----------------|---------------------------------|---------------------------------------|
|                        |                                       |                 |                                 |                                       |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

....

2 .....

**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 all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (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. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/10 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

1.4. The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <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 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2) and 6(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. **Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| Specific Goal   | Means of Verification                | The specific goals allocated points in terms of this tender | Number of points allocated | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--------------------------------------|---|----------------------------|---|
| Persons historically disadvantaged on the basis of race: Black person | CSD registration<br>CIPC Certificate | 100% black ownership  | 20                         |   |
|   |                                      | 75% - 99% black ownership                                   | 16                         |   |
|   |                                      | 60% - 74% black ownership                                   | 12                         |   |
|   |                                      | 51% - 59% black ownership                                   | 6                          |   |
|   |                                      | 0 – 50% black ownership                                     | 0                          |   |

**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.

|                          |                                    |
|--------------------------|------------------------------------|
|                          | .....                              |
|                          | <b>SIGNATURE(S) OF TENDERER(S)</b> |
| <b>SURNAME AND NAME:</b> | .....                              |
| <b>DATE:</b>             | .....                              |
| <b>ADDRESS:</b>          | .....                              |
|                          | .....                              |
|                          | .....                              |
|                          | .....                              |

## SECTION 16: CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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>3</sup> will not be construed as collusive bidding.



7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.**

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## **SECTION 17: SCOPE OF WORK**

### **1. BACKGROUND**

The Playhouse Company requires the service of a suitably qualified and experienced internal audit service provider to carry out the internal audit function of The Playhouse Company. A service level agreement will be entered into between the appointed Service Provider and The Playhouse Company.

### **2. TERMS OF ENGAGEMENT**

The contract for internal audit services will be effective from 1 April 2024 for a 3 year period ending on 31 March 2027.

Annual reports are available on our website [www.playhousecompany.com](http://www.playhousecompany.com)

### **3. INTERNAL AUDIT OBJECTIVITY**

“Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of the internal control, risk management and governance processes.”

The internal audit objective will be an objective assurance and consulting activity, which will assist The Playhouse Company to accomplish their objectives.

The bidder must demonstrate the capability to perform the internal audit in accordance with the standards of Institute of Internal Audit Services and practices, and any relevant legislation. Auditing/Accounting firms that have performed or are providing internal audits for public entities are encouraged to submit tenders.

### **4. SCOPE OF INTERNAL AUDIT WORK**

The scope of work for the internal audit services follows on from The Playhouse Company's Audit & Governance Committee Charter, which guides the organization's approach to the provision of internal audit services. The Charter is with the PFMA and the Institute of Internal Auditors. The charter is reviewed and approved annually by the Audit Committee.

All the internal audit work will be carried out at the premises of The Playhouse Company.

The successful tenderer will be required to perform the following:

- a. Financial auditing
- b. Compliance auditing
- c. Performance auditing
- d. Computer auditing
- e. Investigative (forensic) auditing as and when required, and
- f. Auditing of Ad hoc projects as and when required.

Audit methodologies and approaches entailing Planning, Execution and Reporting phases for each audit should be provided.

5. The scope of the internal audit work entails testing and evaluating the adequacy and effectiveness of the organisations system of internal controls. This includes:
- a. Reviewing the risk management process and current risk register of The Playhouse Company; Establishing a rolling three year strategic and annual auditing plan based on the results of the risk review and executing audits in accordance with these plans.
  - b. Reviewing the reliability and integrity of financial and operating information, including a review of the Annual Financial Statements (AFS), the process involved in the compilation of the AFS, and follow-up review of the AG findings.
  - c. Reviewing the systems established by Management to ensure compliance with policies, plans, procedures, approved by the board and applicable laws and regulations governing The Playhouse Company.
  - d. Reviewing the controls over the recording, accountability and safeguarding of the Property, Plant and Equipment to ensure that accuracy, validity, completeness, and existence of assets recorded on the FAR.
  - e. Appraising the efficiency and effectiveness with which resources are utilised and identifying opportunities to improve operating performance.
  - f. Reviewing operations or programmes to ascertain whether the results are consistent with established objectives or goals and whether the operations or programmes are being carried out as planned, inclusive of both financial and non-financial planned objectives as set out in the annual performance plan.
  - g. Performing any ad hoc projects as may be recommended by Management and approved by the Audit Committee.
  - h. Maintain a functional quality assurance and improvement programme that covers all aspect of the internal audit services and at least once during the three-(3) year cycle or as determined by the Audit Committee, be subjected to an independent quality assurance review.
  - i. Liaise with the external auditors on the institutions' audits where necessary.

## 6. KEY PERFORMANCE AREAS

The successful tenderer will perform the following functions. The Key Performance Areas against which the Service Providers performance will be measured are set out below;

| Key Responsibilities (What) | Activities (How)   | Results Indicators (Why)   |
|-----------------------------|--|--|
| Regularity audits           | <p>Internal audits on all the institutions activities as determined by the approved annual internal audit plan and should include the following internal audit activities:</p> <ul style="list-style-type: none"> <li>• Planning the audit</li> <li>• Examining and evaluating information</li> <li>• Conducting root cause analysis regarding findings</li> <li>• Communicating results in the prescribed report format in accordance with the IIA standards</li> <li>• Follow up actions by Management on findings and recommendations.</li> </ul> | To advise Management on compliance with laws, regulations and policies |

|   |  |  |
|---|--|--|
| <p>Fraud prevention, detection and action</p> | <p>Conduct a review of the institution's fraud prevention strategy and plan for adequacy and compliance.</p> <p>Assist with investigations in terms of the institution's fraud prevention strategy.</p> <p>The internal audit team and the forensic team must be different to ensure that there is objectivity.</p> <p>Internal audit team to conduct pre-investigation activities to establish whether the basis for allegations is founded or unfounded before forensic activities are approved.</p> <p>Action in terms of the PFMA in conjunction with the SAPS</p> | <p>To minimise fraud in the institution</p> <p>To bring perpetrators to book</p> <p>To ensure disciplinary and/or criminal action against perpetrators</p> |
| <p>Forensic audits (only when required)</p>   | <p>Co-ordinate the appointment, execution, investigation and the reporting of the forensic audit when requested</p>  | <p>Possible recovery of public funds</p> <p>Civil, criminal and/or disciplinary action against guilty parties</p>  |
| <p>Ad hoc investigations</p>                  | <p>Investigate issues as recommended by Management and approved by the Audit Committee</p>   | <p>To report findings to Management in order to determine whether further actions are required.</p>  |
| <p>Performance audits</p>                     | <p>Executing audits of performance information in terms of the audit plan, including the planning, setting of targets, application of SMART principles, and compliance with legislation.</p>   | <p>To determine whether resources at The Playhouse Company are applied effectively and economically.</p>   |
| <p>Reporting</p>                              | <p>Reporting on all the activities of the Internal audit function to the Management and the Audit Committee</p>  | <p>In order for Management and the Audit committee to evaluate the efficiency of the Internal Audit component</p>  |
| <p>Managing the Internal audit component</p>  | <p>Meetings on a regular basis</p> <p>Evaluation of outputs</p>  | <p>To ensure that Management are furnished with correct and up to date information.</p>  |

## 7. EXTENT OF WORK

Performance of audit assignments will be as follows:

- a. Assignments are to be performed in accordance with the Institute of Internal Auditors Standards for the professional Practice of Internal Auditing. Such work shall further be subject to an external quality assurance as may be considered expedient by The Playhouse Company.
- b. Include an engagement letter for every audit as per the approved Internal Audit Plan, together with the request for information, which is presented to the CFO and Department Heads for signing off.
- c. All audit reports will become the property of The Playhouse Company.
- d. The performance of each assignment shall be in accordance with the annual audit plan.
- e. In carrying out their work, the successful tenderer must ensure that its staff maintain their objectivity by remaining independent of the activities they audit.
- f. On a mutually agreed basis, the consultant shall meet with the Chief Financial Officer of The Playhouse Company or his/her delegate to report on the progress of the work.
- g. For planning and conducting its work, the internal auditor should seek to identify serious defects in the internal controls, which might result in possible malpractices. Any material defects must be reported immediately to the Accounting Officer and/or the Audit Committee without disclosing these to any other members of staff. This also applies to instances where serious fraud and irregularity are uncovered.
- h. The successful tenderer may be required to attend strategic workshops from time to time. This would ensure that the successful tenderer obtains knowledge of the procedures of the institution. The cost of attendance will be for the account of The Playhouse Company.

## 8. TECHNICAL SPECIFICATIONS

### 1.8.1 Technical Component

To clearly describe the tenderer's understanding of the work to be done, the bidder will:

- a. Explain the bidder's approaches to performing an internal audit, including the audit methodology, nature, timing and extent of audit procedures to be performed.
- b. Make a statement concerning the independence of the bidder, including ANY relationship of the proposed audit team to employees of The Playhouse Company and The Playhouse Company's Audit Committee members; and
- c. Demonstrate experience and expertise of auditing public sector entities and in compliance with PFMA No.1 of 1999.

### **1.8.2 Management Component**

The bidder will furnish satisfactory evidence of its capability to provide professional and timely services. To meet this requirement, the bidder must:

- a. Provide the name of the external quality review organisation of which the bidder is a member and the bidder's proof of such membership (e.g. ABASA, IIA, etc.) should be provided.
- b. State whether the bidder is currently under the terms of a public or private reprimand/warning of a professional association.
- c. Provide an organogram or list of partners, managers, specialists and internal audit staff in the company.
- d. Describe the proposed audit team, in terms of job positions in the firm.
- e. List the names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background/detailed resumes of all staff members named and professional memberships held.
- f. Provide details of staff training and development policies and procedures with specific mention of continuing professional accounting and auditing experience/qualifications received by the proposed audit team during the last two years.
- g. Provide training program and training certificates for the core audit team as evidence of training attended.

### **1.8.3 Task/Activity plan**

The bidder will provide a proposal plan of action to achieve the objective of the internal audit function. The plan will specify budgeted hours, timelines, sequence for audit procedures and levels of staff to be assigned.

### **1.8.4 Track Record Component**

The tenderer must furnish satisfactory evidence of its capability to provide professional and timely services. To meet this requirement the tenderer must do the following:

- a. Provide information that will assist The Playhouse Company to assess the service providers capabilities, capacity, competitive advantages, etc, for instance, in-house skills, previous experience, etc;
- b. Provide proof that the service provider has experience in performing internal audit services. List current and past clients (in the public and private sector) along with names and telephone numbers of contact persons, the value of and the number of years audit services were provided.
- c. Provide names and qualifications of staff members who would be on this project as well as any outside specialists and consultants who would assist the tenderer on various aspects of the functions to be performed.

### 1.8.5 Financial Proposal

The tenderer must submit a comprehensive line-item budget showing the total cost of the services, as well as hourly rates of personnel to be involved. The budget should show service activities proposed and budgeted hours per activity and per team member. All assumptions made in drawing up the budget, including all cost factors such as travelling, must be detailed. The headings below provide a guideline for detailed costing:

#### For year 1:

| Activity/Service   | Auditing areas | Auditor names | Designation | Number of hours  | Rate per hour (R) | Total cost (R) |
|--|----------------|---------------|-------------|------------------|-------------------|----------------|
| Strategic Planning   |                |               |             |                  |                   |                |
| Strategic and Operational Risk Workshops                               |                |               |             |                  |                   |                |
| Financial auditing   |                |               |             |                  |                   |                |
| Compliance auditing  |                |               |             |                  |                   |                |
| Performance auditing   |                |               |             |                  |                   |                |
| Computer assisted auditing techniques (CAATs) and Computer environment |                |               |             |                  |                   |                |
| Follow up review on previous IA and AG findings                        |                |               |             |                  |                   |                |
| Reporting  |                |               |             |                  |                   |                |
| Attendance of Audit Committee  |                |               |             |                  |                   |                |
| VAT and includes disbursements   |                |               |             |                  |                   |                |
| <b>Audit Total</b>   |                |               |             | <b>700 hours</b> |                   | <b>(R)</b>     |

### 1.8.6 Similar details should be provided for year 2 and year 3 highlighting individual auditing areas relevant for each year.

- a. The proposal should estimate fees per annum for the 3 year cycle beginning 01 April 2024 and ending 31 March 2027.
- b. The Playhouse Company will pay audit fees as agreed in the engagement letter. Audit hours worked and charged must be in line with the Auditor General approved rates.
- c. The proposal should also detail the following costs: -
  - Travel rates (Project team meetings will take place at The Playhouse Company Head Office, 29 Acutt Street, Durban).
  - Meeting rates, if applicable.
  - Any other costs not included in the budget, with a detailed breakdown of such costs.
- d. The tenderer must indicate if the prices referred to above must be inclusive of value added tax (VAT).
- e. **A tender that does not include the pricing schedule/comprehensive line-item budget for 3 years as requested will be disqualified.**
- f. **The proposal must be based on an estimate of 700 hours per year, including Audit Committee meetings.**