

PIC008/2019: ESTABLISHMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE PROVISION OF AUDIT AND FORENSIC SERVICES FOR A PERIOD OF THREE (3) YEARS

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. The PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world. The Public Investment seeks to establish two panels of service providers as indicated below:

- Suitably qualified service providers for the provision of audit services
- Suitably qualified service providers for the provision of forensic services

A compulsory briefing session will be held on 9 December 2019, 14:00-15:00. Service Providers must be seated at 14:00. The session will start at exactly 14:00.

Venue: Public Investment Corporation (PIC) Menlyn Maine Central Square Floor 2, Reception Corner Aramist Avenue & Corobay Avenue Waterkloof Glen Extension 2

A soft copy of the document will be available from the PIC website: **[www.pic.gov.za/tenders/corporate tenders](http://www.pic.gov.za/tenders/corporate_tenders)** from 2 December 2019.

Closing date for the submission of proposals: **29 January 2020 11:00 AM** at Public Investment Corporation (PIC) Menlyn Maine Central Square Ground Floor (Next to ABSA) Corner Aramist Avenue & Corobay Avenue Waterkloof Glen Extension 2

Enquiries: tenders@pic.gov.za

BID NO PIC008/2019

Bid Number : PIC008/2019

**ESTABLISHMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS
FOR THE PROVISION OF AUDIT AND FORENSIC SERVICES FOR A PERIOD OF
THREE (3) YEARS**

Closing Date : 29 January 2020

Place of Submission : Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Compulsory Briefing session: 9 December 2019, 14:00-15:00

Place of submission: Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Validity period: 120 days from date of closing

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1 DEFINITIONS AND ABBREVIATIONS

B-BBEE means black broad-based economic empowerment

B-BBEE Status Level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Bid means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals

Broad Based Black Economic Empowerment Act means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

Consortium or joint venture means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract

Contract means the agreement that results for the acceptance of a bid by PIC

Functionality means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

Management means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director

Ownership means the percentage ownership and control, exercised by individuals within an enterprise.

Validity Period: Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

PPPFA means the Preferential Procurement Policy Framework Act

SANAS means South African National Accreditation System

2 INTRODUCTION

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. The PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

3 OBJECTIVE AND SCOPE OF WORK

The PIC seeks to establish two panels as set out below:

1. Suitably qualified service providers for the provision of audit services for a period of three (3) years (See a below)
2. Suitably qualified service providers for the provision of forensic services for a period of three (3) years (See b below)

Bidders to mark with x to indicate the submission of proposals for option 1 and/or 2 above:

Proposal submitted for	Audit Services	Forensic Services

Bidders may submit a proposal for one or both of the panels.

Separate proposals must be submitted for separate requirements and must be clearly marked.

a) AUDIT SERVICES

The Public Investment Corporation seeks responses from vendors with auditors and senior auditors that have a proven track record of successfully completing audits which comply with applicable standards to apply to be added to a PIC panel. The panel will assist the Internal

Audit Division of the PIC to carry out investment, operations and information technology audits at the PIC.

The vendors should be capacitated with auditors who are able to perform audits to assess the adequacy and effectiveness of governance, risk management and controls covering the following:

- Performing a preliminary survey to determine key processes and controls.
- Perform a risk assessment to identify key risks and assess them as high, medium or low.
- Assessing any factors that point to the possibility of fraud occurrence
- Reviewing the report of other assurance providers such as external audit, risk etc to note any risks identified.
- Testing the key controls to determine the adequacy of their design to mitigate the identified risks.
- Testing the key controls to determine if they function as intended to mitigate the identified risks.
- Documenting the results of the test in line with accepted internal audit documenting standards.
- Discussing the issues/ findings identified with management and obtaining their management comments.
- Preparing a report on the results of the audit and presenting the report to PIC Internal Audit and management.
- Performing any follow-up work that may be required by PIC management.

The evaluation criteria for this panel is set out in point 4 below

b) FORENSIC AUDIT SERVICES

The Public Investment Corporation is seeking responses from vendors with expertise and a proven track record in performing different types of forensic investigations, including use of digital forensic tools, to apply to be added to the PIC panel of forensic auditors / investigators. The panel will assist the Internal Audit Division of the PIC to carry out investigation audits upon

request within the three year period. A bid process will be used to select service providers from the established panel when there is an investigation to be performed.

The vendors should have adequate human resources capacity with an appropriate mix of skills covering legal, accounting, audit, and IT forensics among other skills. The vendor must have capacity to perform investigations, which at a minimum include the following scope of activities;

- a) Establishing the merits of the allegations
- b) If there is merit to the allegations, then identifying:
 - All instances of wrongdoing and breach of governance processes and identifying responsible parties
 - Breaches of relevant laws and regulations and identifying responsible parties
 - Quantifying instances of financial loss, if any and
- c) Verifying the authenticity of any other issues that may arise during the investigation
- d) Using digital forensic tools to gather and analyse evidence where necessary
- e) Preparing a report on the results of the investigation and presenting the report to PIC Internal Audit and relevant Board Committees.
- f) Testifying in any disciplinary proceedings or court cases ensuing from the results of the investigations when requested to do so by the PIC

The evaluation criteria for this panel is set out in point 5 below

4 EVALUATION CRITERIA FOR AUDIT SERVICES

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of functionality
- **Phase 3:** B-BBEE credentials will be taken into account. Preferential Procurement, including pricing will be applied as per individual assignments after the establishment of the Panel

PHASE 1

4.1 Administrative requirements

- **The bidder must comply with the following requirements to proceed to the next stage of evaluation: -**

Submission of:

- Audit firms registered with SAICA or other relevant auditing bodies- Proof must be provided
- A valid and original Tax Clearance Certificate/Valid Tax Pin Number.
- BBBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE).
- EME's and QSE's (51% Black ownership) –sworn Affidavit
- Signed and completed declaration of interest document
- Signed and completed SBD 1 – Invitation to Bid document
- Signed and completed Company Information document
- Latest audited Financial statements
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company information document
- Acceptance of the conditions as stipulated in the bid document by signing the documents.
- All documents should be indexed, clearly marked with bid number.
- Technical and administrative requirements 1 original and 4 copies. Documents must be binded.
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number.
- **Mandatory Requirements upon appointment, in respect of individuals who will be conducting audits:**

Requirement	Service provider agrees to comply with requirement upon appointment (Tick)
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	Yes	No
Operations and Investment Type Audits		
a) Individuals to have a minimum of a Degree in Auditing, Accounting or Investments.		
b) Individuals to have at least 3-4 years relevant auditing experience		
Information Technology Audits		
c) Individuals to have a minimum of a Bachelor's degree in IT or Internal/ Audit, Informatics or other business related discipline; and any of CISA, CGEIT CRISC, CISM, CIA, CISSP professional certifications		
d) Individuals to have a minimum of 3 years relevant IT auditing experience		

PHASE 2

4.2 Functionality (minimum threshold 70%)

- All Bidders who meet the above administrative requirements will then proceed to be evaluated in terms of Functionality:

Criteria	Requirements from service providers	Weighting	Scoring Matrix
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Company Organogram	Bidders to provide company organogram inclusive of shareholders, directors and executives.	10%	1-5
Company Profile	Bidders to provide company profile detailing the following: <ul style="list-style-type: none"> Brief history of company Overview of services provided by company/service lines offered Location where services are provided Total number of employees Vision and mission 	10%	1-5
Audit approach	Bidders to provide approach/strategy utilised in respect of recent audits conducted.	10%	1-5
Operations and investments audits			
Experience of team	Team members in the company should have at least: <ul style="list-style-type: none"> Knowledge of Internal Auditing Standards set by the IIA Knowledge of Governance, Risk Management and Internal Control Processes Knowledge of PFMA and Treasury Regulations Knowledge of TeamMate Auditing Software 	30%	<p>5= All team members have</p> <ul style="list-style-type: none"> Knowledge of Internal Auditing Standards set by the IIA Knowledge of Governance, Risk Management and Internal Control Process Knowledge of PFMA and Treasury Regulations Knowledge of TeamMate Auditing Software Exposure to auditing in the Financial Services industry Knowledge of IFRS Experience in Conducting Investment related audits <p>4= All team members have:</p> <ul style="list-style-type: none"> Knowledge of Internal Auditing Standards set by the IIA Knowledge of Governance, Risk Management and Internal Control Process Knowledge of PFMA and Treasury Regulations

		<ul style="list-style-type: none"> • Knowledge of TeamMate Auditing Software • Exposure to auditing in the Financial Services industry • Knowledge of IFRS <p>3.5= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of PFMA and Treasury Regulations • Knowledge of TeamMate Auditing Software <p>3= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of PFMA and Treasury Regulations <p>2= All team members have:</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of TeamMate Auditing Software <p>1= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes
Information Technology Audits		

<p>Areas of experience or Fields of expertise</p>	<p>Team members in the company should have at least:</p> <ul style="list-style-type: none"> - Technical Requirements <ul style="list-style-type: none"> a) Information Technology Governance b) User access Management c) Database & Operating system security audits d) Back up and Disaster Recovery Processes e) IT Asset Management f) Application controls reviews g) IT Third party management (Management of Outsourced IT Services) h) Project Assurance - Laws, regulations, standards & Risk Management <ul style="list-style-type: none"> a) Knowledge of Internal Auditing Standards set by the IIA b) Knowledge of Governance, Risk Management and Internal Control Processes c) Knowledge of PFMA and Treasure Regulations - Relevant Industry Experience & tools <ul style="list-style-type: none"> a) Exposure to auditing in the Financial services industry b) Knowledge of TeamMate Auditing Software 	<p>30%</p>	<p>5= All team members have all the specified</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(h)} b) Laws, Regulations & Risk Management - {2(a) to 2(c)} c) Relevant Industry Experience & Tools - 3(a) to 3(b) <p>4= All team members have</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(g)} b) Laws, Regulations & Risk Management - {2(a) to 2(c)} c) Relevant Industry Experience & Tools - 3(a) to 3(b). <p>3.5= All team members have</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(f)} b) Laws, Regulations & Risk Management - {2(a) to 2(c)} c) Relevant Industry Experience & Tools – 3(a) to 3(b). <p>3= All team members have</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(e)} b) Laws, Regulations & Risk Management - {2(a) to 2(b)} c) Relevant Industry Experience & Tools – 3(a) to 3(b). <p>2= All team members have:</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(d)} b) Laws, Regulations & Risk Management - {2(a) to 2(b)} c) Relevant Industry Experience & Tools - (3b) <p>1= All team members have</p> <ul style="list-style-type: none"> a) Technical Requirements - {1(a) to 1(b)}
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			<p>b) Laws, Regulations & Risk Management - {2(a) }</p> <p>c) Relevant Industry Experience & Tools - (3b).</p>
Relevant references	verifiable	<p>The service provider must provide detailed proof of performing similar assignments in the past. Each bidder must provide detailed information concerning a minimum of three (3) assignments that are similar in nature to that contemplated in this RFP within the last 5 years. The detailed information for each project must include the following:</p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided 	<p>10%</p> <p><i>5= +5 relevant references within the last 5 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>4= 4-5 relevant references within the last 5 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>3.5= 3 relevant references within the last 5 years with:</i></p>

		<ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>3= 2 relevant references within the last 5 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>2= 2 relevant references within the last 7 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>1= 1 relevant references within the last 7 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation
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			<ul style="list-style-type: none"> • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided
Total		100	
Minimum Threshold		70	

PHASE 3- BBB-EE Credentials

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

Ownership:

Indicate percentage of Black ownership

_____ %

Indicate a percentage of black executive management

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

Name	ID No	SA Citizen	Race	Gender	Share holding %

5 EVALUATION CRITERIA FOR FORENSIC AUDIT SERVICES

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of functionality
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PHASE 1

5.1 Administrative requirements

- **The bidder must comply with the following requirements to proceed to the next stage of evaluation: -**

Submission of:

- A valid and original Tax Clearance Certificate/Valid Tax Pin Number.
- BBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE).
- EME’s and QSE’s (51% Black ownership) –sworn Affidavit

- Signed and completed declaration of interest document
- Signed and completed SBD 1 – Invitation to Bid document
- Signed and completed Company Information document
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- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company information document
- Acceptance of the conditions as stipulated in the bid document by signing the documents.
- All documents should be indexed, clearly marked with bid number.
- Technical and administrative requirements 1 original and 4 copies. Documents must be binded.
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number.
- **Mandatory Requirements upon appointment, in respect of individuals who will be conducting audits:**

Requirement	Service provider agrees to comply with requirement (Tick)	
	Yes	No
Lead investigator to have at least 5 years of forensic investigation experience.		
Firm to comprise of at least: <ul style="list-style-type: none"> - Experienced forensic investigators - Team members with experience in Accounting, Auditing, Information Technology and Human Resources - Team members with experience in Digital Forensic auditing 		

- Legal professionals		
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PHASE 2

5.2 Functionality (minimum threshold 70%)

- All Bidders who meet the above administrative requirements will then proceed to be evaluated in terms of Functionality:

Criteria	Requirements from service providers	Weighting	Scoring Matrix
Company Organogram	Bidders to provide company organogram inclusive of shareholders, directors, executives.	15%	1-5
Company Profile	Bidders to provide company profile detailing the following: <ul style="list-style-type: none"> • Brief history of company • Overview of services provided by company/service lines offered • Location where services are provided • Total number of employees • Vision and mission 	15%	1-5
Audit approach	Bidders to provide approach/strategy utilised in respect of recent forensic audits conducted.	25%	1-5
Experience of firm in performing forensic investigations	Firm to demonstrate at least 5 years' experience of performing forensic investigations in the Financial services or other industries.	25%	5= Firm has more than 6 years experience of performing forensic investigations in the Financial services or other industries 4= Firm has at least 5-6 years' experience of performing forensic

			<p>investigations in the Financial services or other industries</p> <p>3.5= Firm has at least 5 years' experience of performing forensic investigations in the Financial services or other industries</p> <p>3= Firm has at least 4-5 years' experience of performing forensic investigations in the Financial services or other industries</p> <p>2= Firm has at least 3-4 years' experience of performing forensic investigations in the Financial services or other industries</p> <p>1= Firm has less than 3 years' experience of performing forensic investigations in the Financial services or other industries</p>
<p>Relevant verifiable references</p>	<p>The service provider must provide detailed proof of performing similar assignments in the past. Each bidder must provide detailed information concerning a minimum of three (3) assignments that are similar in nature to that contemplated in this RFP within the last 5 years. The detailed information for each project must include the following:</p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided 	<p>20%</p>	<p><i>5= +5 relevant references within the last 5 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project

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		<p><i>3= 2 relevant references within the last 5 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>2= 2 relevant references within the last 7 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>1= 1 relevant references within the last 7 years with:</i></p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided
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			<ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided
Total		100	
Minimum Threshold		70	

PHASE 3- BBB-EE Credentials

Points will also be awarded to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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1	20
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Ownership:

Indicate percentage of Black ownership

_____ %

Indicate a percentage of black executive management

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

Name	ID No	SA Citizen	Race	Gender	Share holding %

6 CONDITIONS

The PIC reserve the right to conduct presentations with bidders who pass the 70 functionality points.

6.1 NON- COMMITMENT

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of preparing of bids will not be reimbursed.

6.2 REASONS FOR REJECTION

- PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.

- Bidders shall not contact PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

6.3 CANCELLATION OF A BID

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

6.4 CLARIFICATIONS

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za

6.5 RECEIPT OF BIDS

The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

6.6 LATE BIDS

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11:00 AM or any time thereafter. The tender box shall be locked at exactly 11:00 AM.

Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

6.7 PRESENTATIONS

PIC may require presentations from short-listed bidders as part of the bid.

6.8 SERVICE LEVEL AGREEMENT

The service level agreement will set out the administration processes, service levels and timelines.

6.10 GENERAL

Bidders must note that the selection as a service provider is not a guarantee of securing work from the PIC.

6. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC008/2019	CLOSING DATE:	29 January 2020	CLOSING TIME:	11:00 AM
DESCRIPTION	ESTABLISHMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE PROVISION OF AUDIT AND FORENSIC AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Tender Box is located on ground floor: Between ABSA and Woolworths

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON

CONTACT PERSON

TELEPHONE NUMBER

TELEPHONE NUMBER

FACSIMILE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

E-MAIL ADDRESS

SUPPLIER INFORMATION

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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
6.8.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		6.8.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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"/> NO			<input type="checkbox"/> YES		
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?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 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 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:

7 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state/PIC
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.



PUBLIC INVESTMENT
CORPORATION®
Est. 1911

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

7. COMPANY INFORMATION

Please complete the following questionnaire:

1. Company Name:

2. Other Trading Names:

3. Type of Organization: (Public Company ('Limited'), Private Company ('Pty Ltd'), Close Corporations ('cc'))

4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

***A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

***ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

*** CIPC Documents must be attached.**

8. DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC

PIC will upon detecting that:

- The B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process; and
- Recover all costs, losses and/or damages it has incurred or suffered as a result of the bidder's conduct.
- Cancel the contract and claim any damages which has been suffered as a result of having less favorable arrangements due to cancellation

- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution

Thus signed and accepted on this _____^{st / nd / rd / th} day of _____, 20____ at
_____:

Who warrants his / her authority hereto

For and on behalf of:
