



REFERENCE: IEC/IA-01/2022

CLOSING DATE: 20 JANUARY 2023

ENQUIRIES

TECHNICAL SPECIFICATIONS: Zaheera Mia

Tel: 012 622 5521 or **eMail:** Miaz@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

Tel: (012) 622-5576 / (012) 622-5700

TENDER IEC/IA-01/2022

SERVICE DESCRIPTION: INTERNAL AUDIT SERVICES

Kindly furnish the Electoral Commission with a bid for the internal audit services as per the attached documents.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents and all other conditions stated in this tender, will apply to your submission.

This tender, as formulated, contains the relevant Electoral Commission's bid documents/forms that must be completed.

A tender briefing session will be held at 11:00 on 8 December 2022 at the Electoral Commission's national office situated at:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

Kindly submit your bid by completing the relevant forms and deposit the bid in the tender box at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

Yours sincerely

SUPPLY CHAIN MANAGEMENT (SCM)
ELECTORAL COMMISSION

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr MS Moepya (Chairperson) | Ms JY Love (Vice-Chairperson) | Mr VG Mashinini | Dr NP Masuku | Judge D Pillay
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
info@elections.org.za | www.elections.org.za
Tel (+27) 12 622 5700

TENDER NUMBER: IEC/IA-01/2022

SERVICE DESCRIPTION: INTERNAL AUDIT SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 20 JANUARY 2023

YOU ARE HEREBY INVITED TO SUBMIT A BID TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA.

THIS TENDER DOCUMENT MUST BE COMPLETED AND ALL APPLICABLE PAGES RETURNED AS PART OF YOUR BID SUBMISSION - DO NOT RETYPE OR SUBSTITUTE THE PAGES OF THE TENDER DOCUMENT IN ANY OTHER FORM.

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 49**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/IA-01/2022**) ON THE ENVELOPE/CONTAINER.

SERVICE PROVIDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX. BID DOCUMENTS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) WHICH ARE IDENTIFIED AS TENDER BOX(ES) OF THE ELECTORAL COMMISSION.

BID DOCUMENTS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX SITUATED AT:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX STIPULATED ABOVE WILL NOT BE CONSIDERED.

BIDS, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.

BIDS SUBMITTED BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. SERVICE PROVIDERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

THE ELECTORAL COMMISSION GENERALLY DOES NOT ISSUE LETTERS OF APPOINTMENT. SUCCESSFUL BIDDERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS MAY BE APPLICABLE WHICH REPRESENTS THE 'CONTRACT' BETWEEN THE TWO PARTIES CONCERNED.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE OF CONTENTS

BACKGROUND.....	4
GENERAL TENDER CONDITIONS	5
TENDER SUBMISSION	13
TENDER QUESTIONNAIRE	14
FINANCIAL INFORMATION	18
DELIVERABLES AND GUARANTEES	19
BIDDER'S DISCLOSURE AND DECLARATION	20
BID EVALUATION	24
GENERAL QUESTIONNAIRE TO ENSURE COMPLIANCE WITH TENDER REQUIREMENTS/RULES/CONDITIONS/SPECIFICATIONS:	25
BID SPECIFICATIONS	26

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

BACKGROUND

The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) “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, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” 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;
 - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “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;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;
 - (n) “Rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- (p) "Service Provider or Supplier" (used interchangeably) means any individual or entity that has the potential to be contracted by the Electoral Commission to render goods/services.
- (q) "sub-contract" means the primary bidder/contractor's assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a 'sub-contractor'; and

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
 10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
 11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
 12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
 13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
 14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

15. Tender prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
16. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the Preferential Procurement Regulations in order to achieve a market related price or cancel the tender altogether.
17. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any bidder that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
19. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract bidders whose tax status is compliant. This means that if a bidder has a non-compliant tax status before the award is completed the bid will be disqualified if that bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
20. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, bidders must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
21. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
 - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the bidder.
22. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
 - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the bidder is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the bidder is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the bidder in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the bidder shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.
23. Where prices are subject to exchange rate fluctuations, bidders must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.

24. Unconditional discounts offered by any bidder as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any bidder will be taken into consideration for payment purposes.
25. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific services offered are according to specification or not.
26. In cases where the services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
27. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
28. Service providers are requested to promote local content as far as possible.
29. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
30. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
31. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
32. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the bidder's point of supply is not situated at or near the place where services are required or, if the bidder's services are not readily available.
33. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
34. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful bidder if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
35. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
36. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No bidder will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
37. Should the bidder fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
 - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct; or
 - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
38. All acquisitions for goods/services made by the Electoral Commission are subject to the following conditions:

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the bidder shall be valid and binding unless confirmed by the Electoral Commission in writing.
 - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the bidder will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the bid document received and agreed to by the Electoral Commission. The bidder will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the Preferential Procurement Regulations, 2017.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the bidder.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the bidder as registered on the Central Supplier Database (CSD). It remains the bidder's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the bidder's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the bidder has not resolved their incorrect banking details on the CSD.
39. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
40. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the bidder shall indicate the extension of the delivery/completion period which will then be required.
41. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

42. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
43. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.
44. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
 - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
45. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
46. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - B-BBEE status level of contribution (20 or 10 as applicable).
47. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

48. In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

49. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act must submit a sworn affidavit (with the exception of sector codes).

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- (a) For sectors not repealed nor amended, a B-BBEE status level certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
50. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit or B-BBEE status level certificate as applicable.
- (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
- (b) QSEs with 50% or less black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
51. Bidders other than EMEs or QSEs with at least 50% black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
52. Failure on the part of a bidder to complete and/or to sign this form and submit a sworn affidavit, or an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
53. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
54. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
55. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
56. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
57. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
58. The Electoral Commission reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
59. A successful bidder who's bid is acceptable will be awarded a contract based on lowest acceptable price, which is market related, subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
60. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

61. Points scored will be rounded off to the nearest 2 decimal places.
62. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
63. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
64. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
65. Any legal person may make an offer or offers in terms of this invitation to bid.
66. 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:
 - (a) the bidder is employed by the state; and/or
 - (b) 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.
67. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
68. The Electoral Commission may cancel the tender in accordance with the provisions of the Preferential Procurement Regulations, 2017 for reasons that include:
 - (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

BID SUBMISSION

This standard bidding document must be completed by the bidder and forms part of all bids.

In the case of a consortium or joint venture, every member of the consortium or joint venture must complete the questionnaire.

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms (pages 14 to 23).

Separate forms must be used in each case.

Failure to complete and sign/initial all pages of this document in original ink shall invalidate your bid.

Where space provided is insufficient, annexes must be submitted with the relevant information.

False documents and/or the omission of information may invalidate your bid.

The form serves as a declaration to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

Any bid may be disregarded if the bidder or any of its directors or shareholders has:

- abused the Electoral Commission's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

PROSPECTIVE BIDDERS MUST REGISTER ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING THEIR BIDS. FAILURE TO REGISTER ON THE CSD SHALL INVALIDATE YOUR TENDER.

A BIDDER'S TAX AFFAIRS MUST BE IN ORDER TO BE CONSIDERED IN THE ADJUDICATION OF THIS TENDER. A BIDDER'S TAX COMPLIANCE STATUS IS REFLECTED ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD).

A BIDDER'S TAX COMPLIANCE STATUS SHALL APPLY AS IT WAS AT THE TIME OF THE AWARD OF THE TENDER. THE TENDER SHALL ONLY BE AWARDED TO A BIDDER THAT IS TAX COMPLIANT. THE ELECTORAL COMMISSION VERIFIES TAX STATUS AGAINST THE CSD. ANY BID WITH A NON-COMPLIANT TAX STATUS SHALL BE REJECTED AT THE TIME OF THE AWARD OF THE TENDER. TAX NON-COMPLIANT BIDDERS ARE, THEREFORE, ENCOURAGED TO CONTINUOUSLY MONITOR THEIR TAX COMPLIANCE STATUS ON THE CSD AND MUST ENSURE THAT THEIR STATUS REFLECTS AS TAX COMPLIANT. BIDDERS MUST RESOLVE ANY PENDING TAX ISSUES WITH SARS TIMEOUSLY AS IT TAKES TIME FOR STATUS CHANGES TO BE EFFECTED FROM THE SARS TAX COMPLIANCE SYSTEM (TCS) TO THE CSD.

ALTHOUGH NOT ALL THE INFORMATION REQUESTED HEREUNDER MIGHT BE RELEVANT TO THE SPECIFIC REQUIREMENTS OF THIS TENDER, YOU ARE REQUESTED TO COMPLETE THE DOCUMENT WITH AS MUCH RELEVANT DETAIL AS POSSIBLE.

THE INFORMATION MAY BE USED DURING THE BID EVALUATION PROCESS OF THE TENDER.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

TENDER QUESTIONNAIRE

Important note: Where more space is required for additional information please use photocopies of the applicable page/s. However, all pages **must** be completed and signed in original ink.

1. Name of business entity (bidder):
2. Company CIPC registration number (if applicable):
3. Central Supplier Database (CSD) registration number:

M	A	A	A						
---	---	---	---	--	--	--	--	--	--

Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail and tax compliant status from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the CSD. It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Contact person (person representing bidder):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of bidder: Postal Code:

9. Type of Company/Enterprise [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation (CC)
- ☐ Company
- ☐ (Pty) Ltd

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional
- ☐ Other, e.g. transporter, *et cetera*.

12. Total number of years the company/firm has been in business:.....

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

13. The names of directors / members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any directors / trustees / shareholders / members / partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number

14. SMME Classification (Tick one applicable to your company):

Non-SMME		Very Small	
Medium		Micro	
Small		EME	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity
16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2017?
17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

Commissioner of Oaths in the case of an applicable sworn affidavit	
A verification agency accredited by the South African Accreditation System (SANAS)	
An IRBA registered auditor	

All bidders must submit sworn affidavits or original or certified copies of their status level certificates together with their bid documentation in support of and confirming the B-BBEE status level indicated above. Failure to submit the affidavit or certificate will result in a bidder being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

19. Legal status of bidder (tick one box)

Principal bidder		
Subcontractor	% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

The tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

20. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)

21. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

21.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

21.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

22. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.
23. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.
24. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(l)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

25. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

YES		NO	
-----	--	----	--

26. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

YES		NO		EXEMPT	
-----	--	----	--	--------	--

27. In respect of the EEA requirements above, please attach either:

- 27.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

- 27.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

28. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B 14B – 2022).
29. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
30. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder must complete the schedule below in order to clearly indicate which entities will be

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor
Total % of Work to be Sub-contracted* %

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

FINANCIAL INFORMATION

31. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

Financial Year (e.g. 2020, 2021, 2022)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

32. Please provide the following figures in respect of the most recent audited financial statements:

Figures are provided for the audited financial statement of (State Year)

- o Total current assets R.....
- o Inventory R.....
- o Prepaid expenses R.....
- o Current liabilities R.....

33. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

34. Are the prices quoted firm for the full period of the contract?

YES		NO	
-----	--	----	--

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	
-----	--	----	--

Explanation:

Prices linked to fixed period adjustments.

YES		NO	
-----	--	----	--

Prices linked to escalation formula adjustments.

YES		NO	
-----	--	----	--

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

DELIVERABLES AND GUARANTEES

35. Is the delivery period stated in the tender firm?

YES		NO	
-----	--	----	--

36. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

37. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

.....
Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

BIDDER'S DISCLOSURE AND DECLARATION (SBD4) INCLUDING POPIA CONSENT

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this disclosure, declaration and provide consent in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's Declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO
-----	----

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest¹ in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 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:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

3. POPIA Consent

3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

- a) The bidder(s) gives consent and accepts that the information provided by the bidder(s) will be used for purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder(s) to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data. **YES/NO***
- b) The bidder(s) gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose. **YES/NO***
- c) The Electoral Commission may share the bidder(s) personal data with third parties to support our internal and external audit processes. **YES/NO***
- d) The bidder(s) personal data will be kept confidential and be used for the purpose intended for this bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases the bidder(s) will be informed and such impact effected. **YES/NO***

* Please encircle/tick the applicable response.

4. 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:

- 4.1 I have read and I understand the contents of this disclosure.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 4.3 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 consortium² will not be construed as collusive bidding.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.

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 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

In addition to the above I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

I certify, that:

1. I have read and I understand the contents of this disclosure and declaration.
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
3. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
4. I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

² 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

5. I agree that:
- a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
 - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
 - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
10. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
11. It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

.....
Name of Bidder (Bidding Entity)

Date.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

BID EVALUATION**IMPORTANT NOTICE:**

The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.

A Acceptance or Rejection of Bid (Primary Compliance Verification)**Legality of bid document:**

- Non-compliance with tender rules - The following shall lead to disqualification:
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/initial all applicable pages of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing page 19 and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- Any changes/alterations to pricing that are not signed/initialled and/or the use of correctional fluid/tape or any similar product in respect of pricing in the tender document.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and schedules contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- Non-compliance with tender rules – In addition to (a) above, the following may lead to disqualification:
- Failure to sign/initial any other alterations and/or corrections to the information submitted by the bidder, which the Electoral Commission may consider to be material.
- No tender shall be awarded to a bidder that is not tax compliant.

Incomplete bid submission:

- The following shall lead to disqualification:
- Rates and Prices – Schedules not completed as required.
- Failure to submit obligatory written proposals/explanations/samples/prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-23 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation**Inability to evaluate the tender:**

- Incomplete Schedule of Rates and Prices.
- Prices and information not furnished as specified and/or required.
- Incomplete written proposals/submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications.

Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

Bidders should note that ALL information requested in terms of the bid submission is required and may be used for bid evaluation purposes.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

General questionnaire to ensure compliance with tender requirements/rules/conditions/ specifications:

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure and Declaration</i> been completed and signed?		
Have separate forms (pages 14-23) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!



SOUTH AFRICA

Bid Specifications

TENDER IEC/IA-01/2022

**INTERNAL AUDIT SERVICES IN A CO-SOURCED CAPACITY FOR FIVE (5)
YEARS FOR ACTIVITIES UP TO FINALISATION OF THE 2027/2028
INTERNAL AUDIT OPERATIONAL PLAN**

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

ELECTORAL COMMISSION



SOUTH AFRICA

BID SPECIFICATION

IEC/IA-01/2022

**PROVISION OF INTERNAL AUDIT SERVICES IN A CO-SOURCED
CAPACITY FOR FIVE (5) YEARS FOR ACTIVITIES UP TO FINALISATION OF
THE 2027/2028 INTERNAL AUDIT OPERATIONAL PLAN**

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Contents of Bid Specification

Paragraph No	Description
1.	Explanatory notes/definitions
2.	Introduction
3.	Purpose
4.	Description of services
5.	Access to working papers and restricted use of internal audit reports
6.	Fees, invoicing and disbursement costs
7.	Service Level Agreement [SLA] and duration of contract
8.	Written bid proposal submitted in visibly indexed section tabs
9.	Written functional proposal
10.	The Internal Audit Plan
10.1	The Internal Audit Plan Hours and the Electoral Cycle
10.2	Compulsory/mandatory returnable documents/appendices
10.3	Checklist of optional returnable documents/appendices to be considered in phase 2 of bid evaluation
10.4	Checklists of other requirements to be considered in phase 2 of the bid evaluation process [roman no's i to x]
11.	Evaluation criteria and bid evaluation process
11.1	Stage 1 – Assessment of Bidders Disclosure
11.2	Stage 2 – Compulsory/mandatory returnable APPENDICES required for participation in stage 3
11.3	Stage 3 – Functionality

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

1 Explanatory Notes

Tender	Refers to this invitation to bid.
Bidder	Refers to one or more natural or legal persons or any party responding to this invitation to bid.
Prospective Service Provider	One or more natural or legal persons intending to offer goods or services to the Electoral Commission of South Africa
Service Provider	Refers to the successful party/parties who tendered responsive submission and to whom this tender may be awarded.
Preferred Service Provider	The successful external organisation after having signed the required service level agreement [SLA]
SLA [service level agreement]	Means an Electoral Commission contract with a preferred supplier for a specific range of goods and/or services at a fixed or predetermined price, rate or fee.
Shall	Expresses a characteristic which is to be present in the item which is the subject of the specification, i.e. "shall" expresses a binding requirement. The proposal will only be acceptable if this requirement is met. This item is mandatory/compulsory.
Should	Expresses a target or goal to be pursued, but may not necessarily be achieved. It is preferable that this requirement be met. This item is preferred.
May	Expresses permissive guidance with regards to possible options. This item is optional.

2 Introduction to the Electoral Commission of South Africa

Background information on the Electoral Commission [Electoral Commission], its mandate, budget vote and operational activities, copies of annual reports as well as the latest strategic documents, election reports, election timetables, election guides, applicable legal framework(s), information regarding the structure, functional and governance arrangements and can be obtained from the website at www.elections.org.za.

3 Purpose of Tender IEC/IA-01/2022

- 3.1** It is necessary to deliver statutory internal audit services as per the term 'internal audit' adopted by the Institute of Internal Auditors [IIA], across the electoral management value chain of the Electoral Commission to thereby ensure that independent assurance is provided on all core operations that delivers on the electoral mandate, as well as all supporting departments towards expressing overall opinion(s) regarding their prevailing systems of governance, risk management and internal control. Internal auditing services so delivered spans financial years towards implementing the risk based internal audit operational plan approved by the statutory Audit Committee every year.
- 3.2** To this end, the purpose of this bid requirement is to, as required in Treasury Regulation 3.2.4, partly contract i.e. co-source the Internal Audit Function [IAF] of the Electoral Commission. Accordingly the Electoral Commission is looking to appoint a panel of independent service providers in a co-sourced capacity to assist the Chief Audit Executive [CAE] and the in-house Performance and Internal Audit Department [PIAD] of the Electoral Commission to deliver on its mandate to execute the full ambit of internal audit services at selected offices and operational points of the Electoral Commission specified from time to time over the five (5) year contract period up to finalisation of the 2027/2028 internal audit operational plan.
- 3.3** Co-sourcing in this context refers to an arrangement where the **panel of preferred service providers** registered and operating as a South African legal entity works together with the in-house PIAD to provide assurance and internal audit consulting services in line with the Institute of Internal Audit's [IIA] definition of internal auditing and its International Professional Practises Framework [IPPF]. To this end, individual firms

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

who elect to collaborate within a joint venture or consortium³ must individually meet this criterion and must indicate their agreed percentage of workshare deemed to achieve equity within the joint venture/consortium. In particular, the splits between provinces as well as the audit universe at national level must be illustrated to minimise audit risks within the consortium. Accordingly, the structure of a joint venture/consortium will be required to elect a representative partner that will interact with the CAE on all matters relating to the professional internal audit services that will be rendered.

- 3.4 After due consideration, the need to make use of subcontracting in this tender has been deemed to not be feasible.
- 3.5 The Electoral Commission reserves the right to request the State Security Agency [SSA] for security clearance and background checking of the owner(s)/director(s)/management and employees of the firm or consortium/joint venture members prior to making an award and/or entering into a service level agreement.

4 Description of Services

- 4.1 The internal audit service provider that will be appointed to provide internal audit services must have core teams of internal auditors that are professionally⁴ certified, graduates with relevant experience⁵.
- 4.2 In order to be considered for internal audit projects, a service provider must have a footprint (established office(s) in a particular province.
- 4.3 This is to ensure that the appointed audit firm's team of qualified internal auditors will collectively have an understanding of the provincial dynamics, geographical spread, local languages and an awareness of the localised, provincial or national electoral operations processes gained through personal or associate experiences, media platforms, *et cetera*.
- 4.4 The Electoral Commission endeavours to manage costs associated with its internal audit projects across the nine (9) provinces in South Africa and, therefore, work will accordingly be allocated to service providers with an established footprint (i.e. physical offices) in any particular province where projects need to be executed.
- 4.5 Therefore, bidders must complete the table below and appendix C to indicate in which province(s) they have a physical presence (established office(s) from where services can be rendered in a specific province.

³ Refer para 2(g) on page 5 above

⁴ The path to Professional recognition in internal audit is available on the IIA South Africa website https://www.iiasa.org.za/page/IIA_SA_CareerPath

⁵ means experience in audit or assessment disciplines, including internal auditing, external auditing, quality assurance, compliance and internal control

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

PROVINCE	Footprint* (Established Office)		Physical Address of Existing Office(s)**
	YES	NO	
Eastern Cape			
Free State			
Gauteng			
KwaZulu-Natal			
Limpopo			
Mpumalanga			
North West			
Northern Cape			
Western Cape			

* Bidders must complete this schedule. Failure to do so shall lead to disqualification.

**Bidders may use additional copies of this page to indicate the physical addresses of their offices where they have more than one office in a specific province. Alternatively, bidders must indicate the address of their main office in a province and may then submit a supplementary schedule indicating the physical addresses of the remainder of their offices in any particular province. The schedule above must, however, be used to indicate the physical address of their main office in any particular province.

- 4.6** Only bidders that have a physical presence in a particular province will be considered and will be requested to participate in a request for quotations [RFQ] to render services specific to such province.
- 4.7** In the event that no service provider indicated a particular province or no bids qualify for a particular province, work allocations will be made by sourcing quotations from service providers listed for the nearest province(s).
- 4.8** Bidders that have a footprint [physical offices] in the Gauteng province will be included in RFQs for internal audit services required at the Electoral Commission's national office as well as provincial or local offices in Gauteng.
- 4.9** Internal audit projects must be executed under the direct supervision and control of a dedicated partner (i.e. the engagement/implementing partner), assisted by a manager/senior manager where the incumbent at one of these levels must have achieved final certification⁶ as a certified internal auditor [CIA] or Principal Certified Internal Auditor [PCIA] or Qualification in Internal Audit Leadership [QIAL].

⁶ All parts of the CIA exam passed and proof of certification provided

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 4.10** The relevant internal auditing experience, qualifications, certifications of proposed key staff members must be specifically detailed in the bidders' proposal. A detailed CV must be submitted. Key staff and senior internal audit resources must all be employees of the bidder. The mix of internal auditors deployed in supervisory roles [team lead/supervisor, manager, senior manager] must include resources with IIA certified designations [IAT, TIA, GIA, PIA, OC IA, OCIAM, CIA, *et cetera*. and internal audit graduates [equivalent NQF level 7 and above]⁷.
- 4.11** Specialist audit resources must have been employed by the internal audit service provider for at least six (6) months preceding his/her subsequent **deployment** to the Electoral Commission project and must be qualified in their areas of speciality e.g. performance audit specialist and forensic audit specialist, amongst others.
- 4.12** The external staffing capacity sourced from the co-sourced service provider must comprise of the following three [3] categories:
- core groupings of experienced internal auditors [public sector focus] having obtained professional recognition in internal auditing; Supplemented by:
 - academically qualified internal auditors with adequate experience [public sector focus], as well as
 - Experienced audit resources i.e. having "Internal audit experience or its equivalent" meaning experience [public sector focus] in audit or assessment disciplines, including internal auditing, external auditing, quality assurance, compliance, and internal control.

The small in-house PIAD of the Electoral Commission will work towards infusing institutional knowledge to the successful external service providers over the contract term.

In addition the internal audit service provider must also have a representation/footprint of audit resources that will enable the internal audit service provider to provide wall-to-wall internal audit services at a selection of offices and operational points e.g. voting stations of the Electoral Commission spread across the country without debilitating difficulties and thereby limit costs for kilometres travelled and accommodation that will be incurred for travelling from the provincial office of the Electoral Commission to a district or local office or voting station as far as possible. In addition, bidders are also required to provide confirmation of their ability to deliver services in the specified categories below:

Assurance	Generic Internal audit	Assurance Audits [throughout the audit universe i.e. generic appraisal of internal controls management functioning in first line and second lines of defence including predetermined objectives]
	Audit of Electoral Processes	Operational Audits [core business focus also at provincial / local implementation level]
	Specialist	ICT Audits [e.g. CAATS analytical reviews, Review ICT contracts, Risk Review of 3 rd Party Dependency/consultancy reduction, Review Licence Management, ICT Service Desk, Bandwidth management, ICT core business systems enhancement and/or new systems development, database management, Review of ICT controls [application and general controls of systems.
		Forensic Audits
		Enterprise Risk Management
		Governance and Ethics
		Audit of Performance information [end-to-end]
Consulting	Advisory Services	7E's Performance Audits
		Consulting Engagements [throughout the audit universe]

- 4.13** Accordingly, the CAE will allocate Internal audit projects as and when required after the final budgeted annual plan is approved by the Audit Committee [AC]. The Internal Audit panel will be used for the sourcing of bids for audit requirements as specified, therefore a bidding process will be followed.

⁷ Refer National qualifications framework

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 4.14** To this end, the internal audit services so required will be on a time and material, i.e. on an “as and when required” basis. A retainer is therefore not envisaged.
- 4.15** The successful internal audit service provider will be required at all times to perform internal audit work in compliance with the International Professional Practices Framework (IPPF) prescribed by the Institute of Internal Auditors [IIA], the Committee of Sponsoring Organisation [COSO] Framework on Internal Control have regard for the Systems and Audit and Control Association’s (ISACA) Professional Practices Frameworks for IT Assurance, the International Organization for Standardization [ISO] frameworks as well as all other applicable laws, regulations e.g. PFMA and its Treasury Regulations with applicable instruction notes and applicable public sector frameworks of e.g. the DPSA and DPME [the departments of public service administration and monitoring and evaluation respectively] as well as better practise guides e.g. the King Code⁸, the public sector audit committee forum [PSACF] to ensure that internal auditing at the Electoral Commission remains compliant, cutting edge and professional.
- Accordingly, the successful internal audit service provider is in particular expected to stay abreast of such changes and emerging developments that may impact the professional practise of internal auditing at the Electoral Commission of South Africa from time to time.
- 4.16** The successful internal audit service provider must be able to review the operations of the Electoral Commission at the selected operational points from time to time, and in this regard the successful bidder must demonstrate a high-level understanding of the elections environment including the legislative framework including legal governance, the MTEF budgeting process all important building blocks for a governance structure in a Chapter 9 Constitutional Institution.
- 4.17** The successful service provider will be required to, amongst other things:
- 4.17.1** Compile preliminary and engagement planning documents to be agreed with the CAE.
- 4.17.2** Execute audit procedures [only after work program is approved by the CAE] and ensure that work papers and evidence comply with the standards set by the IIA as well as possible guidelines issued by the CAE.
- 4.17.3** Implement final quality assurance sign-off on internal audit working papers by a review partner⁹ who is a Certified Internal Auditor [CIA] or who meets the eligibility requirement for CIA’s to obtain the Qualification in Internal Audit Leadership [QIAL] and in addition holds one other IIA certificate.
- 4.17.4** Follow the Internal Audit Methodology of the Electoral Commission that will be prescribed¹⁰
- 4.17.5** As part of the IAF assist the CAE with achieving deliverables specified in the Internal Audit Charter approved by the Audit Committee.
- 4.17.6** Participate in the quality assessments of the IAF. However, the confidentiality clauses agreed in the signed SLA will be upheld.
- 4.17.7** Work on electronic working papers (EWP). Teammate is currently being used by the IAF.
- 4.18** The bidder must illustrate how structured knowledge transfer to in-house staff and infusion of institutional knowledge to its audit staff deployed on projects could be achieved.

⁸ Regular environmental scanning to stay abreast of changes and emerging developments that may impact the practice of internal auditing in general and/or at the Electoral Commission from time to time throughout the duration of the service level agreement for timely updates to their service offering.

⁹ A review partner may be a designated senior member of the management team whom will be reviewing the final audit working paper file independently.

¹⁰ However the successful service provider will be required to advance any necessary enhancements for express approval by the CAE during execution of internal audit projects or where relevant cutting edge audit methodologies will enhance the value add to the electoral Commission or bring efficiency gains. In addition, where the service provider may have developed specific audit methodologies, technologies and reporting frameworks for e.g. specialist audit services or where new audit areas are piloted from time to time, the CAE will only approve such for exclusive use by the service provider in line with the standing policies of the Electoral Commission.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 4.19** The IIA specifically indicates that the internal audit activity must evaluate the design, implementation, and effectiveness of the organisation's ethics-related objectives, programs, and activities. Accordingly, the bidder must demonstrate a structured approach in providing assurance on ethics and values.

5 Access to Working Papers and Restricted Use of Internal Audit Reports

- 5.1** The Electoral Commission shall at all times be granted electronic copies of audit working paper files for purposes of in-house review and in-house risk management and copies must be formally handed over to the CAE at the end of the contract as part of the close-out procedures.
- 5.2** The Auditor General [AGSA] shall have unfettered access to all internal audit working papers and internal audit reports for their due purposes. Accordingly, a hold harmless provision will not apply.
- 5.3** All internal audit reports are restricted from use by third [3rd] parties excluding the AGSA.

6 Conflict of Interest

- 6.1** Service providers participating in this tender for Internal Audit Services must also bear in mind that conflict of interest may arise should they already be contracted by the Electoral Commission to render services as a result of another process or have a potential future interest in other services required by the Electoral Commission. Bidders may have to express a desired preference for either one of the contracts for which they wish to render services as they may not be in a position to render all services where conflict of interest arises or exist.

7 Fees, Invoicing and Disbursement Costs

Price will be considered during the allocation of audit projects through an RFQ as mentioned process above. The following however, is brought to your attention as guideline:

- 7.1** The Electoral Commission will pay for fees¹¹ charged for appropriate resources utilised towards achievement of the audit deliverables i.e. the audit output achieved. The charge out rate for resources deployed must be based on time and cost chargeable in line with the DPSA applicable salary notch scales. Bidders can quote below the guideline but will not be allowed to exceed it.
- 7.2** Whilst the AGSA rates do not portray internal audit competencies in the annual guideline on fees for work performed on behalf the AGSA, these rates may be considered for base lining should bidders be able to find an average to the salary bands of staff members to be used on audit projects and a justifiable rationale must be provided.
- 7.3** The number of team members and level of experience of members assigned must be commensurate with the level of complexity of the audit procedures to be performed and should be aligned to applicable professional practise standards in the audit industry.
- 7.4** The costing for the project is output driven i.e. the internal audit service provider must determine clear deliverables for activities and procedures to be undertaken and record actual time spent towards achieving the output(s) so that daily progress, delays and/or inefficiencies are managed proactively.
- 7.5** Project management time must form part of quality assurance procedures and is not chargeable as a separate fee or income stream.

¹¹ Refer to Schedule D being latest DPSA deemed reasonable for purposes of base lining internal auditing fees. Refer to website for latest rates:
http://www.dpsa.gov.za/dpsa2g/consultant_fees.asp

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- 7.6** The basis for reimbursing disbursements and expenses incurred will be according to prevalent government practices and the National Treasury Instruction 07 of 2022/2023 on cost containment.
- 7.7** Vehicles claims are limited to travel reimbursement rate of R4.18 per km [Electoral Commission rate as revised from time to time]. Subsistence [per diem] will be claimable at the lower of the internal audit service provider's own policy rate and a maximum of R152.00 [Electoral Commission rate as revised from time to time] per person per day for every 24 hours out on fieldwork.
- 7.8** Furthermore, the successful internal audit service providers will be required to undertake to limit all claims to the Electoral Commission for disbursements and expenses incurred with regard to regional and local/municipal office audit projects, to amounts which could reasonably have been claimed had the internal audit service provider done so when travelling from the applicable Provincial Electoral Office [PEO's Office] of the Electoral Commission.
- 7.9** Please note that the Electoral Commission will not pay for travel time, the costs of auditor laptops or vehicle rentals. Furthermore, the service provider indemnifies the Electoral Commission for unforeseen costs associated to audit project such as vehicle collisions, personal injury and related expenditure. In addition, all insurance will be for the account of the service provider and not the Electoral Commission.
- 7.10** Likewise the Electoral Commission reserves the right to limit all claims to the Electoral Commission for disbursements and expenses incurred with regard to projects at the provincial, Regional Supervisor address and local offices to amounts which could reasonably have been claimed had the internal audit service provider done so from a registered office 'local' to the Provincial Electoral Office.
- 7.11** No disbursements or expenses will, however, be claimable for attending audit project meetings with the CAE, performing work at the national office in Centurion or at any of the provincial offices unless expressly approved by the CAE in advance of incurring such costs.
- 7.12** Copies of time sheets of actual hours spent in the agreed format must be submitted with the fee invoice to assist the CAE with refining project costing options.
- 7.13** The Electoral Commission will not pay fees to the service provider based on hours but rather on deliverables per projects and/or assignments. However, invoicing for work performed will be linked to work in progress e.g.:
- a. 1st invoice for 20% of fee plus chargeable disbursement after completion of the fieldwork;
 - b. 2nd invoice for additional 20% of fee plus additional chargeable disbursement on submission of draft audit report after the final wash-up meeting and before the close-out meeting;
 - c. 3rd invoice for 20% of fee plus final chargeable disbursement on submission of final draft audit report; and
 - d. Final invoice for 40% of total fee budget falls due after submission of the final audit report, proof of final quality assurance sign-off on internal audit working papers by the review partner, audit findings schedule, signed meeting notes as evidencing that quality of service survey was issued to the audittee for completion and direct submission to the CAE.
- 7.14** The Electoral Commission reserves the right to request copies of supporting evidence for claims submitted.

8 Service Level Agreement [SLA] and Duration of Contract

- 8.1** A service level agreement [the Contract] which will commence on date of appointment running for a 5-year term until finalization of the 2027/2028 internal audit operational plan i.e. issue all reports relating to the 2027/2028 financial year by latest 31 May 2028 must be entered into on award of the bid, failing which the

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

award will be nullified.

- 8.2** A copy of the standard service level [SLA] agreement of the Electoral Commission is provided for bidders to familiarise themselves with these standard terms and conditions of contract from the onset. Please note that the Electoral Commission reserves the right to adapt the final SLA as deemed necessary e.g. enforcing declaration that objectively, 'external service provider independence' is not in any way at risk and appropriate at the time, strengthening penalty clauses for delivery failures, delayed performance *et cetera*. will be included in the service level agreement *et cetera*.
- 8.3** The duration of the contract will be for five (5) years up to completion of the 2027/2028 operational plan by the end of May.

9 Written Bid Proposal Submitted in Visibly Indexed Section Tabs

- 9.1** The bid proposal must be logically organised for ease of evaluating the responsiveness of the bid e.g. the bidder must include a summary schedule illustrating 'understanding of the requirements specified in the technical specification' which must list the reference pages/sections where the bidders' response(s) and relevant documents can be found. A detailed index/content page is also required.
- 9.2** In particular any documents submitted in addition to the required signed/initialled¹² pages of the tender document, must be cross referenced to the relevant paragraph of the bid specification document and inserted in a visibly marked section[s] of the bidders proposal but after the covering letter of the bid proposal, the content page[s] of the bidders proposal, the bidders glossaries [if any], the bid specification returnable documents¹³ completed by the bidder.
- 9.3** Parts to the bid proposal submission if any, should be clearly marked as such e.g. Part 1 of 3 *et cetera*.
- 9.4** Bidders MUST submit the original proposal as well as an authentic copy of the entire proposal on a USB enabled for Microsoft access to facilitate electronic searching of the entire submission. The Electronic copy must not differ from the original submitted proposal. In cases where there is a difference, the original submitted proposal will be considered.

10 Written Functional Proposal

The bidders' functional proposal must adequately illustrate embedded competence and experience in areas highlighted in the overall service requirement and the criteria to be used to evaluate the bid.

The bid proposal should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the tender specification. Clear factual responses are required. The content of the bid proposal shall determine the merit of each participant, not brochures or other marketing material that the bidder may wish to submit as additional information. Such additional information should be referred to, cross referenced and provided in a separate file of annexures.

To facilitate the consistent review of proposals, participants are required to optimally organise their responses to the particular information below. The following information must in particular be provided as part of the written functional proposal:

- 10.1** The bidder must demonstrate that they, per the IIA standards, meet the definition(s) of an external, independent service provider that is objectively free from actual or perceived threats to independence,

¹² Reminder: original ink required!!!!

¹³ See appendix references listed in table on page 13 and checklists on pages 14 and 15

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

objectivity, self-review, familiarity [or trust], self-interest, undue influence, *et cetera*. In addition the bidder must confirm that standard declarations¹⁴ of independence, objectivity, confidentiality and conflict of interest undertaking(s) are in place for the service provider and all of the staff that will be deployed on projects at the Electoral Commission [member firms who elected to form a Consortium must individually comply].

- 10.2** The internal audit service provider as bidder must demonstrate experience, expertise and innovation in internal auditing in the public sector in compliance with e.g. Treasury Regulations [TR] 3.2.11 and 3.2.12, National Treasury Frameworks, better practice guides *et cetera*, and in assessing efficiency of internal control towards informing the annual statement of the CAE in this regard [member firms in a Consortium must individually comply];
- a. Proposed internal audit team members must have demonstrated internal auditing experience in the public sector and in the array of internal audit services being offered by the bidder in response to the best fit internal audit services required for the business model of the Electoral Commission.
 - b. A list of internal audit clients must be provided to establish the cumulative years of internal auditing experience of the bidder in the public sector.
 - c. Details of three references of similar/related work undertaken previously by the bidder in the public sector during the last 5 years, together with contactable client references.
 - d. Provide details of experience in ICT auditing e.g. DPSA framework for ICT governance, the Minimum Information Security Standards [MISS], readiness to comply with new regulatory framework e.g. Protection of Personal Information Act No. 4 of 2013 [PoPi Act, as amended from time to time].
 - e. Provide details of Internal audit expertise in supply chain management throughout the SCM elements e.g. demand, acquisition, logistics, disposals, risk management amongst others. The bidder must demonstrate its approach and experience in this area of assurance.
- 10.3** The bidder must demonstrate its capacity and capability to provide professional co-sourced internal audit services [member firms in a Consortium must individually demonstrate their capability] as required for the business model of the Electoral Commission.
- 10.4** The PIAD has progressed with compliance based remote auditing as part of a 2017/2018 roadmap towards positioning continuous auditing at the Electoral Commission. To this end, the Electoral Commission's scalable CAATS tool [Audit Command Language [ACL]] was recently enhanced to include some of the latest ACL essentials modules. Accordingly, the bidder is required to demonstrate a high level of proficiency to firstly conceptualise and secondly to execute ACL driven audit projects, perform advanced scripting within the ACL tool. Additionally, proficient knowledge is required in ERP/SAP systems which knowledge is required to complement the ACL scripting and data analytics. These capabilities must be demonstrated with sufficient evidence in the written proposal of similar services delivered in this area for previous internal audit assignment.
- 10.5** The bidder must demonstrate its approach to conflict resolution in a challenging audit environment.
- 10.6** The bidder must submit a letter indicating that they have recently participated, as part of an internal audit function, in an external quality assurance assessment [QAR] conducted in line with criteria stipulated by the IIA.
- 10.7** The bidder must complete the generic questionnaire to confirm its footprint and other salient requirements

¹⁴ The bidder must also undertake submit an annual declaration in this regard.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

of the specifications.

- 10.8** Although a Quality Assurance Improvement Programme [QAIP] is in place, bidders must demonstrate how they will ensure continuous improvement of their service offering for the duration of the contract.

11 The Internal Audit Plan¹⁵

- 11.1** The generic number of audit hours estimated for an operational audit plan is estimated to be between 6,000 at a low end, 8,000 for mid-point level and 10,000 at the high-end. These hours are dependent on the electoral timelines for National and Provincial Elections [NPE] as well as the Municipal Elections also referred to as local government elections [LGE] interspersed with regular By-elections [BYE] in various municipalities from time to time. To this end, the historical cycles of high electoral activity periods that are illustrated below:

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
2x Registration weekends	NPE	BYE Electoral Activity	LGE	BYE Electoral Activity	BYE Electoral Activity	NPE	BYE Electoral Activity	LGE	BYE Electoral Activity	BYE Electoral Activity
By-elections may be conducted in any one of these financial years						Possibility of Composite Elections				

NB: The illustration for current and ensuring years are bases on historical activities.

¹⁵ This information is provided for the bidders knowledge and to understand the electoral cycle as it relates and affects internal audit projects.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

11.2 Checklist of **compulsory/Mandatory** Returnable Documents/Appendices

Appendix No	Compulsory/mandatory Returnable Document Name / Description	Yes	No
A.	Letter confirming participation in QAR ¹⁶ of internal audit activity where services have been rendered.		
B.	Declaration of Independence[advance necessary safeguards relied on to mitigate any real or perceived risks to 'auditor independence' where applicable]		
C.	Table detailing footprint (established office(s) in a particular province.		
D.	Generic questionnaire - declaration of self-assessment towards confirmation of other salient requirements.		

11.3 Checklist of **preferred** Returnable Documents/Appendices to be considered in stage 3 of bid evaluation

Appendix No	Returnable Document Name / Description	Yes	No
E.	List of Internal Audit Contracts in Public Sector during the last 3-5 years.		
F.	CV template		
G.	Contactable client references towards assessing the overall score assigned and confirmed.		

The above returnable documents i.e. Appendix A, B, C, D, E, F, and G have been attached as Appendices in Microsoft Word version for ease of completion. Please note that only the sections that must be completed by the bidder in the Returnable documents above are editable¹⁷ whilst the rest of the information areas have been restricted/protected.

Also be informed that completion and submission of Appendix A, Appendix B, Appendix C, and Appendix D are mandatory/compulsory and failure to submit these will lead to disqualification and exclusion from participation in **stage 3** of the bid evaluation process.

The bidder's submission of the returnable documents must be clearly indicated and marked in an index page of the bidder's proposals.

11.4 Checklists of other requirements to be considered in stage 3 of the bid evaluation process are summarised in the checklist below which must be completed by the bidder. The completion of these is mandatory.

¹⁶ Please note failure to **confirm and submitting the letter to prove participation in external QAR** as part of internal audit activity where internal audit services was/are rendered over the last ten (10) years will result in disqualification from phase 2 and 3 of the bid evaluation.

¹⁷ Please ensure that the **integrity of the template of the returnable documents in the Microsoft version that have been restricted/protected are preserved at all costs.**

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to sign/initial this page will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products shall invalidate your tender submission!!

A. Completeness of proposal (To be considered in stages 2 and 3 of the Bid Evaluation Process)		Ref	Yes	No
i.	Submit summary schedule illustrating 'understanding of all the requirements specified in the technical specification' with index indicating the pages/sections <i>et cetera</i> . where in the proposal the bidders responses thereto can be found.	8.1		
ii.	Ensure the bidders' functional proposal adequately answers to all aspects highlighted in the overall requirements in the bid specification as well as the functionality criteria and Sub-Functionality Score descriptions to be used to evaluate the bid.	8		
iii.	Submit proof of Service provider Accreditation ¹⁸ and bidders own declaration of good standing with such external review body/bodies.			
iv.	Submit CV's and proof of professional certification/accreditation and professional membership in good standing for key staff (partners, senior managers, managers, lead auditors) ¹⁹ . Refer Appendix F and paragraph 4.10	4.10		
v.	Where applicable, the bidder must submit signed copies of cooperation agreement between firms e.g. in consortia to indicate work-split arrangement that will be applicable on award of the contract. To this end, the agreement must indicate commitment to the harmonised quality assurance and internal audit methodology and approach of the consortium and be representative on the qualifying resourcing mix of professionally qualified internal auditors.	3.3		
vi.	Submit the original signed proposal plus a USB containing the complete proposal in accessible electronic format on password protected USB enabled for Microsoft access to facilitate electronic searching of the entire submission. [as far as possible]	8.4		
vii.	Service providers must be independent from the Electoral Commission and in this regard, the service provider must advance the necessary safeguards it relies on to mitigate any real or perceived risks to 'auditor independence' e.g.: <ul style="list-style-type: none"> • self-review i.e. the threat of bias arising when an auditor audits his or her own work or the work of a colleague; • advocacy i.e. the threat that arises when an auditor acts as an advocate for or against an audit client's position or opinion rather than as an unbiased attest. • familiarity (or trust) i.e. the threat that arises when an auditor is being influenced by virtue of a close relationship with an audit client, • intimidation i.e. the threat that arises when an auditor is being, or believes that he or she is being, overtly or covertly coerced by an audit client or by another interested party. • self-interest, i.e. the threat that arises when an auditor acts in his or her own emotional, financial or other interest. 	9.1		

B. Confirmation of ability to deliver services in specified categories			Ref	Yes	No
Assurance	Generic Internal audit	Assurance Audits [throughout the audit universe i.e. generic appraisal of internal controls management functioning in first line and second lines of defence including predetermined objectives]	4.12		
	Audit of Electoral Processes	Operational Audits [core business focus also at provincial / local implementation level]			
	Specialist	ICT Audits [e.g. CAATS analytical reviews, Review ICT contracts, Risk Review of 3 rd Party Dependency/consultancy reduction, Review Licence Management, ICT Service Desk, Bandwidth management, ICT core business systems enhancement and/or new systems development, database management, Review of ICT controls [application and general controls of systems.			
		Forensic Audits			
		Enterprise Risk Management			
		Governance and Ethics			
		Audit of Performance information [end-to-end]			
		7E's Performance Audits			
Consulting	Advisory Services	Consulting Engagements [throughout the audit universe]			

¹⁸ Kindly note that a copy of the certificates of accreditation of the service provider as an entity if any, must be provided and lists of staff who are members of accreditation bodies will not be considered as replacements and/or instead.

¹⁹ Certified copies of membership as well as certification /accreditation certificates must be submitted together with individual CV's and will be used to verify qualifications and expertise in audit areas where skills are offered.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

C. Confirmation of staffing capacity of co-sourced service provider comprising of the following three [3] categories:			Re f	Ye s	N o
<u>Core Grouping</u>	professional <u>certification</u> in internal auditing	Core groupings of experienced internal auditors [public sector focus] having obtained professional recognition [certification] in internal auditing;	4.1 2		
<u>Supplementary</u>	Academically qualified internal auditors	Academically qualified internal auditors with adequate experience [public sector focus]			
	Experienced Audit resources	Experienced Audit Resources i.e. having "Internal audit experience or its equivalent" meaning experience [public sector focus] in audit or assessment disciplines , including internal auditing, external auditing, quality assurance, compliance, and internal control.			

12 Evaluation Criteria and Bid Evaluation Process

The bid evaluation will be done as per the three (3) stages below after the primary compliance verification process is concluded to confirm which bids will participate in the evaluation:

- a. Stage 1 – Completion of standard bid documentation including SBD 4.
- b. Stage 2 - evaluation of the compulsory returnable documents required for participation in the evaluation in stage 3. Failure to submit the duly completed returnable document and letter indicating the that the lead service provider has recently participated, as part of an internal audit function, in an external quality assurance assessment [QAR] conducted in line with criteria stipulated by the IIA will lead to disqualification from participation in stage 3.
- c. Stage 3 - evaluation on functionality wherein bidders who **do not meet** the threshold of 75% of functionality points in categories A to D.

Please note that the evaluation committee may, if necessary, contact bidders to seek clarification of any aspect of the bid and may request presentations from bidders if and when deemed necessary.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

12.1 Stage 1 - Assessment of Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters. Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD4), was included in the tender document.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
 - i. Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - ii. has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- a) the Register of Tender Defaulters; and

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

TENDER IEC/IEC-01/2021				
Bid Evaluation Criteria				
Stage 1 – Bidder's Disclosure. The Bidder has completed and submitted Bidder's Disclosure (SBD4)				
Important Note: Detail on any transgression must be reported if issues are identified as mandatory steps must be taken as prescribed in <i>National Treasury PMFA SCM Instruction Note 3 of 2016/2022: Enhancing Compliance, Transparency and Accountability in Supply Chain Management</i>.				
Bidder:			Bid Ref:	
No.	Description	Yes	No	Comments
1	The bidder is not an employee of the state.			
2	The bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.			
3	The bidder's conduct does not constitute a transgression of the Competition Act.			
4	The bidder is not a tender defaulter as per the register published on the National Treasury website.			
5	The bidder is not a restricted supplier as per the register published on the National Treasury website.			
6	The bidder is registered on the National Treasury Central Supplier Database (CSD)*			
7	The bidder is tax compliant**			
Overall Stage 1 Outcomes:		<u>Assessment Comments:</u>		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

12.2 Stage 2 – Returnable Documents required for Participation and Evaluation in Stage 3. Failure to submit will lead to disqualification.

Appendix No	Compulsory/mandatory Returnable Document Name / Description	Yes	No
A.	Letter confirming participation in QAR ²⁰ of internal audit activity where services have been rendered.		
B.	Declaration of Independence[advance necessary safeguards relied on to mitigate any real or perceived risks to 'auditor independence' where applicable]		
C.	Table detailing footprint (established office(s) in a particular province.		
D.	Generic questionnaire - declaration of self-assessment towards confirmation of other salient requirements.		

12.3 Stage 3 – Functionality Summary [points A to D]

INTENAL AUDIT SERVICE PROVIDER EVALUATION CRITERIA SUMMARY		WEIGHT
APPLIED EXPERIENCE, PROFESSIONAL DESIGNATIONS, ACADEMIC QUALIFICTION 11.3 points A+B+C+D:		75% minimum score required for this section is: 86 of 115 points
A.	Internal audit methodology and internal audit approach across electoral value chain for compliance with the quality assurance framework and auditee dispute resolution	35
B.	Demonstrated capability and application of IA thereof in past public sector internal auditing [IA] approaches and expertise.	20
C.	Internal Audit Experience in ICT audits, Data Analytics and SAP/ERP Modules.	30
D.	Internal Audit Experience and Team Qualifications.	30
TOTAL WEIGHT SCORE		115
Minimum of 75% overall required		

Notes:

- A score of at least 75% must be obtained for functionality.
- The bid evaluation committee will make a thorough evaluation of bid proposals.
- Evaluation will take place according to the evaluation on the evaluation matrix as indicated.

12.3.1 FUNCTIONALITY: Breakdown of scores as outlined in 11.3 above

²⁰ Please note failure to **confirm and submitting the letter to prove participation in external QAR** as part of internal audit activity where internal audit services was/are rendered over the last ten (10) years will result in disqualification from phase 2 and 3 of the bid evaluation.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

A	Internal audit methodology and internal audit approach across electoral value chain for compliance with the quality assurance framework and auditee dispute resolution - 40 Points		
1	The bidders audit methodology adheres to IPPF and is more than sufficiently flexible for adoption into the Electoral Commission's in-house internal audit methodology focussing on operational auditing.	Ref	25 points
1.1	The core principles articulate internal audit effectiveness and they should all be present and operating effectively.	4.15	10 - (1 point for each core principle)
1.2	The internal audit profession is founded on the trust placed in its objective assurance about risk management, control, and governance. The code of ethics provides principles and rules of conduct		4 - (1 point for unpacking each rule and principle)
1.3	The International Standards is an authoritative set of guidance consisting of statements of basic requirements for the practice of internal audit and interpretations that clarify terms or concepts within those statements		4- (2 points for mentioning the categories of standards) (2 points for unpacking the standards)
1.4	Practical application of the IPPF in the bidders own methodology		7 -(2 points for incorporating values and ethics) (2 points for showing adherence to the standards) (3 points for demonstrating innovative application for operational fundamentals)
2	Confirmation of achieving GC whilst participation in external QAR per IIA criteria, structured integration of in-house staff into proposed audit team and skills transfer, and responsiveness to questionnaire and self-assessment.		10 points
2.1	The internal audit function where the bidder, as part of the internal audit function, has participated in an external quality assessment within the last five (5) years i.e. ending 30 September 2021, when at least a general conformance (GC) rating per the IIA criteria was achieved.	9.6 App A	2 - (1 point for confirmation of participation in QAR) (1 point for demonstrating achievement of GC)
2.2	Application of a framework based on demonstrated experience, illustrating how skills will be transferred to the in-house internal audit staff of the Electoral Commission placed under the direction and discipline of the service provider for the duration of some audit project towards enhancing institutional knowledge of the co-sourced audit team.	4.18	2 points for setting out a practical skills transfer methodology
2.3	Responses to generic questionnaire and declaration of self-assessment.	App D	1 point for completion of questionnaire
2.4	The bidders approach to conflict resolution in a challenging audit environment	9.5	2 points for providing a dispute resolution strategy 2 points for unpacking the methods to be used in dispute resolution 1 point for demonstrating success in dispute resolution

CONTENTS OF THIS PAGE NOTED:**SERVICE PROVIDERS INITIALS / SIGNATURE**

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

B	Demonstrated capability and application of IA thereof in past public sector internal auditing [IA] approaches and expertise. - 20 points		
4	Structured framework to ensure continuous improvement in bidder's service offering towards spawning efficiency gains [assume that QAIP for IAA is already in place].	Ref	2 points
4.1	Contribution to continuous improvement	9.8	2 points for unpacking framework for continuous improvement
5	Public sector application of IA expertise supply chain management through the phases and probity audits [not necessarily fraud forensics investigations conducted loss control] but rather assurance that applicable constitutional principles are adhered to].		8 points
5.1	Holistic approach in providing assurance on all the elements in the SCM process.	9.2	4 - (1 point for each phase mentioned)
5.2	Demonstrated experience in application of stated methodology in providing assurance on SCM and audit approach in probity audits [i.e. not necessarily forensics but rather assurance that is applicable constitutional principles are adhered to].	9.2	4 - (2 points for methodology unpacked) (2 points for experience demonstrated)
6	Public sector application and structured approach in providing assurance on ethics and values.		2 points
6.1	Ethics and values methodology	4.19	2 points for unpacking approach.
7	Public sector application of IA expertise [assurance of annual operational budget performance against stated MTEF funding priorities through the years].		2 points
7.1	Budget performance methodology	4.16	2 points for unpacking approach.
8	Public sector application of IA expertise in providing assurance on legal governance [as opposed to legal compliance] that underpins delivery on the core mandate		2 points
8.1	Legal Governance	4.16	2 points for unpacking approach.
9	Public sector application of IA expertise [Operational audits and core business process improvements in line with legislative mandate].		2 points
9.1	Operational Audits and Core business improvements	4.16	2 points for unpacking approach.
10	Referee statements and overall score assigned 90 and above.		2 points
10.1	Submission of References	App G	2 points for reference and scores 90 and above

CONTENTS OF THIS PAGE NOTED:

.....

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

C	Internal Audit Experience in ICT audits, Data Analytics and SAP/ERP Modules - 30 points		
11	Provide details of experience in ICT auditing e.g. DPSA framework for ICT governance, the Minimum Information Security Standards [MISS], readiness to comply with new regulatory framework e.g. Protection of Personal Information Act No. 4 of 2013 [PoPi Act, as amended from time to time	Ref	10 points
11.1	ICT Methodology and experience and frameworks and legislation	9.2	10 - (3 points for methodology) (3 points for demonstrating experience more than 7 years in ICT audits) (4 points to demonstrate understanding and compliance to ICT frameworks, governance and key legislation incl. POPIA)
12	Demonstrated Experience in auditing in various SAP/ERP modules.		2 points
12.1	Experience on ERP modules	9.4	2 - (1 point for mentioning the various ERP modules) (1 point for demonstrating experience in SAP)
13	Demonstrated Experience Data Analytics		13 points
13.1	Demonstrated Experience in Data scripting, data analysis and data analytics	9.4	3 – (1 point for unpacking data methodology) (1 point for demonstrating proficient expertise) (1 point for unpacking successful application)
13.2	Number of years of experience in Data Analytics	9.4	5 points maximum 5 points for 10 or more years 3 points for 6 to 9 years 1 point for 3 -5 years 0 points for less than 3 years
13.3	The use of software in terms of the needs and requirement of Internal Audit	9.4	5 points maximum 5 points for the use if ACL data analytics tool as part of methodology including scripting of audit tests and continuous auditing models. 2 points for the use if other data analytics tool as part of methodology including scripting of audit tests and continuous auditing models. 0 points for no use of software
14	Use of Electronic Working Papers		5 points
14.1	Electronic Working Papers	4.17.7	2 points for demonstrating use of EWP 3 points for uploading working papers onto TeamMate and complete sign off of reviews.

CONTENTS OF THIS PAGE NOTED:

.....

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

D Internal Audit Experience and Team Qualifications - 30 points			
14	Qualifications/certifications and relevant internal audit staff experience of the service provider where services are offered per province and per national level		25 points
14.1	Experience of audit fieldwork leader auditor / audit supervisor	4.10 4.12	5 points maximum 3 points - Tertiary qualification (NQF level 7) and 3 years IA experience 4 points - Tertiary qualification (NQF level 7) and 3 years post graduate IA experience 5 points - Tertiary qualification (NQF level 7) and 3 years post graduate IA experience with IAT, CIA/PIA certification
14.2	Experience of Senior Manager	4.10 4.12	5 points maximum 3 points - Tertiary qualification (NQF level 8) and 8 years post graduate IA experience of which at least 3 year public sector and 5 years must be in supervisory/ management capacity. 5 points - IIA certification [CCSA or CRMA or CGAP or CFSA or CPSA or CPEA] with 2 years post certification IA exp.
14.3	Experience of Manager	4.10 4.12	5 points maximum 3 points - Tertiary qualification (NQF level 8) and 5 years post graduate IA experience 4 points- Tertiary qualification (NQF level 8) and 5 years post graduate IA experience of which at least 2 year public sector and 3 years must be in supervisory/ management capacity. 5 points - IIA certification [CIA/PIA or CCSA or CRMA or CGAP or CFSA or CPSA or CPEA] with one year post certification IA exp.
14.4	Access to CIA qualified staff	4.9	5 points maximum 5 points if a CIA is assigned as lead auditor or management level on the project. 2 points if a CIA is assigned below lead or management level.
14.5	Specialist Performance Auditing	4.11	2 points maximum 2 points - Graduate qualifications plus 8 years relevant post qualification experience per specialist

CONTENTS OF THIS PAGE NOTED:

.....

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!

			project where services are offered for Performance Auditing .
14.6	Specialist Forensics	4.11	2 points maximum 1 points - Professional certification plus 5 years relevant, 1 point - post professional certification experience per specialist project where services are offered for forensic audit.
14.7	Overall Review partner included in proposed overall internal audit project management structure for Electoral Commission internal audit projects is CIA and meets QIAL criteria	4.17.3	1 point if meets requirement
15	Number of years Internal Audit Experience		5 points
15.1	Demonstration of the number of years Internal Audit Experience	4.10 and 9.	5 points maximum 5 points for 10 or more years 3 points for 6 to 9 years 1 point for 3 -5 years 0 points for less than 3 years

Total Bid points required 86/115 = 75%

Bidder Qualifies or does not qualify

Bid Evaluation Team Member	Sign Off	
	Signature	Date

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!