



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

Tender No: FIN/2018/01

Internal Audit, Grant Management and Enterprise Risk Management Services

PROCUREMENT DOCUMENT

February 2018

Issued by:

The Chief Financial Officer, Mr Prakash Desai

University of the Witwatersrand, Johannesburg



UNIVERSITY OF THE
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Internal Audit, Grant Management and Enterprise Risk Management Services

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T1.1 Tender Notice and Invitation to Tender

Overview of the University

The University of the Witwatersrand, Johannesburg (the **University**) is a leading University in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 36 000 students and approximately 6 500 staff and is one of the biggest sources of skills in Africa.

Invitation to Tender

The University invites proposals for the provision of Internal Audit and Grant management services for three (3) years and/or Enterprise Risk Management services for one (1) year.

Only tenderers who satisfy the Eligibility Criteria as set out in the tender documents should submit tenders.

Tender Documents may be downloaded from the University's website: <http://www.wits.ac.za/about-wits/procurement/> from **12h00**, on Monday the **5th February 2018**. Queries relating to this tender may be addressed to Ms. C. Layton, Tel: 011-717-1510 or email: charmaine.layton@wits.ac.za.

A compulsory clarification meeting will be held from 11h30 to 12h30 on the 8th February 2018. Venue: 11th Floor, Council Chamber, Solomon Mahlangu House (previously Senate House), 3 Jorissen Street, Braamfontein, East Campus: University of the Witwatersrand, Johannesburg. Refer to <https://www.wits.ac.za/maps/braamfontein-campus/> for directions to Solomon Mahlangu House(formerly Senate House). Email your intent to bid and vehicle registration number to Charmaine.layton@wits.ac.za by 12:00 on the 7th February 2018 to arrange parking.

The closing time for receipt of tenders is Tuesday, the 20th February 2018 at 12:00 hrs at the offices of Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg. Refer to <https://www.wits.ac.za/maps/braamfontein-campus-west/> for directions.

Shortlisted Tenderers will be given the opportunity to make presentations to the University.

The University reserves its right to award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation.

The conditions of tender, tender instructions, eligibility criteria, detail regarding the compulsory clarification/ briefing meeting and details regarding the shortlisted tender presentations are stated in the Tender Data of the Tender Invitation Documents.

Eligibility Criteria

Only those Tenderers who satisfy the following eligibility criteria and who provide the required evidence in their proposal submission are eligible to submit tenders and have their tenders evaluated. The Tenderer should only submit a Tender Offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification. It is **compulsory** that the Tenderer complies with all of the following criteria.

Eligibility Criteria Number	Eligibility-Pre qualification criteria
1	Attendance of Compulsory Information Session
2	Proper completion, signing and initialling (each page) of the original copy of the proposal document and submission by an authorised employee of the company. Submits a signed submission.
3	Provides a <i>valid</i> SARS Tax Clearance Certificate
4	Provides a <i>valid</i> B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit with a BEE level between 1 and 4.
5	Provides proof of company/closed corporation <i>registration</i> and a copy of CIPC registration & directors/CM/CK certificates. The entity must have a local presence with registered offices located in South Africa.
6	Certified copies of the <i>identity documents</i> of those with equity/shares
7	Provide a company resolution authorising the signatory to submit on the Company's behalf.
8	Proof of Bank Account
9	Submits company financial results (including last 3 financial years' audited financial results or statements prepared in accordance with International Financial Reporting Standards (IFRS) for the preceding financial year and latest integrated annual report (specific website address for report is sufficient)
10	Original bid document plus three (3) copies of the original bid document and one electronic copy. Electronic copy must match the hard copy.
11	Submits the Company profile
12	Detailed priced proposal and required schedules where the proposal covers <u>all</u> elements of the scope and as per the specifications provided in the Scope of work document and the Tender documents
13	Proof of registration with relevant professional authorities including IRBA and SAICA
14	Company and Team members registration with professional bodies.
15	Provides at minimum 3(three) contactable recent references (not older than 3 years) where similar services were provided - one must be of a comparable size and scale to the University.
16	Provide evidence of a minimum track record of at least a current client whose revenue exceed R3 billion (three billion Rand) per annum
17	Provide evidence of a minimum track record greater than 5 years in providing Internal Audit and Enterprise Risk Management services for component(s) bid the submission is related to
18	Provide evidence of a minimum track record greater than 3 years in providing Grant audit services

Intent to Bid

Note: Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the Tenderer must submit to the University's agent (whose details are in F.1.4 below), in a single email, the following by the time indicated in F.2.15 of the Tender Data below:

- the Tenderer's written statement of intention to offer to tender



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T1.2 Tender Data

Standard Conditions of Tender

The standard conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement (July 2015). (See <http://www.cidb.org.za/procurement/Pages/Procurement-Prescripts.aspx>).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. These Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	Each occurrence of “the employer” is replaced with “the University”. The University is the University of the Witwatersrand, Johannesburg, acting through its Finance Department. “The employer” and “the University” have the same meaning and are interchangeably used throughout this tender invitation.
F.1.2	The Tender Documents issued by the University comprise the documents listed in the above Table of Contents.
F.1.2	All tender offers and any accompanying documentation become the property of the University and will not be returned.
F.1.3.2	The returnable schedules so specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to tender and the tender offer: Orders: The Tenderer, if awarded the contract, will only supply to the University when an official engagement letter has been agreed on. Payment will be made only once Acceptance Criteria have been met and provided services are fit for the University’s purpose. Payment will be made according to agreed payment terms.
F.1.4	The University’s contact person is: Name: Senior Tender Administrator, Procurement Services, Charmaine Layton Email: charmaine.layton@wits.ac.za
F.1.5.1	This provision applies equally to the University. In addition, the University reserves the right at any time to: <ul style="list-style-type: none"> request further information should the tender offer yield insufficient detail and Tenderer differentiation,

	<ul style="list-style-type: none"> • contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderer, • award portions of the tender to more than one Service Provider, • award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation, • withdraw, defer, suspend or reissue the tender in whole or in part at any time, • share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and • audit the awarded contract/s from time to time. 						
F.1.5.2	This clause does not apply.						
F.1.6.1	A contract, substantially in the form contained in Part C1 and C2, and subject to F.3.13 and F.3.14, will be concluded with the successful tenderer. You are advised to review the contract terms very carefully as the University may at its option accept only minor changes.						
F.1.6.2	This clause does not apply.						
F.2.1	Only those tenderers who satisfy the Eligibility Criteria set out in Tender Notice and Invitation to Tender above are eligible to submit tenders.						
F.2.7	Compulsory clarification meetings will be held at the times and places set out in F.2.15. Tenderers must sign the attendance register in the name of the tendering entity at the meeting. Any addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance register.						
F.2.11	An item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the tender offer.						
F.2.13.2	All documents submitted by the Tenderer must be compiled in the order (and corresponding to the headings) set out in the Table of Contents above and all pages numbered within each section. Failure to comply with this requirement may disqualify the Tenderer.						
F.2.13.3	The Tenderer must submit 1 original and 3 additional printed copies of their tender offer together with an electronic copy on removable media to the address set out in F.2.15. The printed copies and the electronic copy must contain exactly the same information.						
F.2.13.4	An officer or director of the Tenderer who is legally authorised by the Tenderer to enter into a binding agreement must sign the tender offer. A list of the person(s) authorised to negotiate on the Tenderer's behalf must be submitted with the tender offer. The Tenderer will nominate one representative to act as its single point of contact for all dealings with the University.						
F.2.13.5	The University's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: <table border="1" data-bbox="284 1630 1455 1944"> <tr> <td>Identification details:</td> <td>Tender reference number, Title of Tender and the closing date and time of the tender</td> </tr> <tr> <td>Tender Box Location:</td> <td>Foyer of the Procurement Services Offices (Attention: Charmaine Layton)</td> </tr> <tr> <td>Physical address:</td> <td>Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: https://www.wits.ac.za/maps/braamfontein-campus-west/)</td> </tr> </table>	Identification details:	Tender reference number, Title of Tender and the closing date and time of the tender	Tender Box Location:	Foyer of the Procurement Services Offices (Attention: Charmaine Layton)	Physical address:	Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: https://www.wits.ac.za/maps/braamfontein-campus-west/)
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F.2.13.9	Telephonic, facsimile or e-mailed tender offers will not be accepted.						

F.2.15	<p>The closing time for receipt of tender offers is 12:00 hrs on 20/2/2018. (Tender Offers submitted after this time will <u>NOT BE ACCEPTED</u>)</p> <table border="1" data-bbox="300 295 1465 739"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Venue / Site</th> </tr> </thead> <tbody> <tr> <td>Invitation to Tender notice release & Document publication</td> <td>2/2/2018 5/2/2018</td> <td></td> <td></td> </tr> <tr> <td>Tenderer's notice of intent to respond & make an offer</td> <td>7/2/2018</td> <td>12:00</td> <td></td> </tr> <tr> <td>Tenderer's compulsory clarification meeting</td> <td>8/2/2018</td> <td>11:30</td> <td></td> </tr> <tr> <td>Tenderer's Offer submission (response <u>closing time</u>)</td> <td>See above</td> <td>As above</td> <td></td> </tr> <tr> <td>Short-listed Tenderer's presentations (First)</td> <td>6/3/2018 7/3/2018</td> <td></td> <td></td> </tr> <tr> <td>Short-listed Tenderer's presentations (Second)</td> <td>12/3/2018 13/3/2018</td> <td></td> <td></td> </tr> <tr> <td>Intended award date</td> <td>10/4/2018</td> <td></td> <td></td> </tr> <tr> <td>Intended New Contract start date</td> <td>1/5/2018</td> <td></td> <td></td> </tr> </tbody> </table> <p>Note that the dates in this clause F.2.15 are fixed, unless the University, which reserves its right to do so, alters any of these dates or activities at any time as it deems necessary.</p>		Date	Time	Venue / Site	Invitation to Tender notice release & Document publication	2/2/2018 5/2/2018			Tenderer's notice of intent to respond & make an offer	7/2/2018	12:00		Tenderer's compulsory clarification meeting	8/2/2018	11:30		Tenderer's Offer submission (response <u>closing time</u>)	See above	As above		Short-listed Tenderer's presentations (First)	6/3/2018 7/3/2018			Short-listed Tenderer's presentations (Second)	12/3/2018 13/3/2018			Intended award date	10/4/2018			Intended New Contract start date	1/5/2018		
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F.2.16	The tender offer validity period is for the contract period from the closing time specified in F.2.15.																																				
F.2.22 F.2.23	All returnable documents, certificates and schedules must be current and valid and returned with the Tenderer's offer submission by the closing time indicated above.																																				
F.3.1.1	The University will respond to requests for clarification received up to 5 working days before the tender closing time. Queries should be by email only to the Category Manager named above. Additional information supplied to any Tenderer may be provided to other Tenderers via e-mail.																																				
F.3.2	The University may issue addenda until 3 working days before the tender closing time.																																				
F.3.3	Tender offers submitted after the closing time in F.2.15 will be rejected, including any tender submission that is received by any staff member of the University after the closing time, in which event it will remain unopened (unless already open, or it is necessary to open to obtain Tenderer details) and should be retrieved by the Tenderer within 7 days of the closing time, failing which it will be destroyed.																																				
F.3.4	Submissions are opened in the presence of the University's tender evaluation committee members only.																																				
F.3.8	<p>Tenderers will be disqualified without the opportunity to make their tender offer responsive if:</p> <ul style="list-style-type: none"> • it is submitted after the closing time specified in F.2.15, • it is delivered to individuals other than Procurement personnel at the address in F.2.13.5, • it is not submitted in duplicate and/or does not include a softcopy, • it is not signed by an authorised signatory as required in F.2.13.4, • the pricing schedule (or equivalent) in Annexure 2 of Part C2, and the required schedules are omitted or is not contained in the given format or in the spread-sheets provided, • proof of indicated insurance policies and their values are not provided, • the compulsory Returnable documents and schedules are not provided or not completed in full, • they fail to comply with the requested specifications, services and service levels, or • any compulsory requirements as indicated are not complied with. <p>A tender offer may be declared unresponsive and rejected if:</p> <ul style="list-style-type: none"> • it contains any erasure, alteration, text addition or irregularity other than that as requested, • it is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation, • it is incomplete or invalid documents are submitted, • it does not follow the required sequence documents and schedules listed in the Table of Contents, 																																				

	<ul style="list-style-type: none"> • it is not submitted on the forms provided or forms are not completed, • any “must” condition is not met, or • the University reasonably deems it fit to do so for any other cause.
F.3.10	The University may require short-listed Tenderers to make presentations to University management on the date and at the place in F.2.15 of the Tender Data. These are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session.
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses are replaced with the following:</p> <p>The University will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> • Tenderer experience and financial condition, reputation and competence in the provision of the goods and/or services that the Tenderer is offering to provide, • the ability of the Tenderer to deliver and maintain a reliable long-term capability that effectively and cost efficiently meets the University’s requirements, including meeting desired Service Levels, • the Tenderer’s ability to add value, • the qualification, experience and ability of the Tenderer’s staff expected to be assigned to the project, • the degree to which the proposed solution addresses the University’s requirements (fitness for purpose, business, technical, functionality, financial, quality, preference, etc), including the effectiveness of implementation, and the reliability and quality of the services, • the ability of the Tenderer to minimise the University’s business risks in ensuring business continuity, and • additional differentiators that Tenderer shows are advantages over other similar Service Providers. <p>Evaluation Process</p> <p>The first two (2) stages of the evaluation process are indicated below.</p> <p>First phase:</p> <ul style="list-style-type: none"> • Tenderers who satisfy the eligibility criteria and who provide the required evidence in their proposal submission are eligible to submit tenders and have their tenders evaluated. Schedule A must contain all the elements related to the eligibility criteria. Ensure that Schedule A is clearly referenced with the relevant eligibility criterion number. <p>Second phase:</p> <ul style="list-style-type: none"> • The tenderer must score a minimum of 75% for Functionality / Quality which will be scored in accordance with the schedules indicated in this document. <p>Shortlisted providers will be requested to present to the University.</p> <p>Preference (BBBEE) and Price will be considered in the final phase.</p>
F.3.15	This clause does not apply.
F.3.18	Notwithstanding the provisions of clause F.3.18, the University shall provide upon written request only the outcomes of tender process.
F.3.19	This clause does not apply.

By signing below, the Tenderer agrees with all of the conditions, statements and terms of this tender.

Authorised Signature of Tenderer		
Name of signing person		
Capacity		
Date		
Telephone Number & Fax Number		
Cell Number		
Name of Tenderer [company name]		
Tick the applicable components you will be submitting a bid for	Internal Audit and Grant Management services : <input type="checkbox"/>	Enterprise Risk Management Services : <input type="checkbox"/>
Company Postal address (in block letters)		
Full street address (Domicilium citandi et executandi in the RSA)		



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Management Services**

T.2.1 List of returnable schedules

Returnable schedules required for tender evaluation purposes

The Tenderer's offer must be composed according to, and in the sequence of the below list of required documents. The Tenderer must submit all of the following returnable schedules.

Schedule A: Company Profile and Information

Schedule A must contain all the elements related to the eligibility criteria including the elements below.

Ensure that Schedule A is clearly referenced with the relevant eligibility criterion number.

- Description & brief history of Tenderer's company including the track record and years of experience in delivering services related to the component(s) bidding for.
- Local organogram, including corporate structure.
- Company financial results (including last 3 financial years' audited financial results or statements prepared in accordance with International Financial Reporting Standards (IFRS) for the preceding financial year and latest integrated annual report (specific website address for report is sufficient)
- Corporate equity ownership document
- Corporate social responsibility involvement statement
- Declaration of interest. Tenderer should disclose any potential conflict of interest in exercising the obligations and responsibilities related to the University's requirements and contract.
- Company and tax certificates including:
 - South African registration documents if a registered company (CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
 - A valid Tax Clearance Certificate for Tenders issued by the South African Revenue Services
 - Letter of Good Standing from Tenderer's bankers which indicates the Tenderer company's financial health and liquidity. This letter must state at minimum about the Tenderer:
 - Tenderer's registered name and length of time as the bank's client,
 - The Tenderer's account name and details at the bank,
 - The bank considers the Tenderer good for its normal contracting commitments business.
- Quality & regulatory compliance certificates. Provide proof of registration with relevant professional authorities including IRBA and SAICA.

Schedule B: Service Provider's Insurances

Provide proof that the Tenderer has adequate cover of the following insurances:

- Professional Indemnity Insurance,
- Public liability insurance including insurance against liability for death of or bodily injury to employees, agents or representatives of the *Contractor*, as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 or any act succeeding it, arising out of and in the course of their employment in connection with this contract for any one event,
- Fidelity insurance,
- General and Commercial Liability Insurance,
- And any other Insurance relevant to this service

Schedule C: Preference Documents

- Valid approved BBBEE certificate (Verification certificate from a verification agency accredited by SANAS and recognised as an Accredited B-BBEE Verification Agency or as per DTI requirements)

Schedule D: Customer References and Experience of Tenderer

- The Tenderer will provide a list (minimum 3) of reference sites in South Africa where they have provided, and continue to provide services of a broadly similar nature as is being requested in this tender for a period longer than 2 years. At least one of the reference sites should be of a comparable size, scale and complexity to that of the University. References should not be older than 3 years. Additional points will be obtained if the company provides similar services to Tertiary Institutions or Public entities within South Africa. At minimum 3 reference sites are required for each component the Tenderer will be bidding for.
- Reference letters as detailed in the functionality requirements are required.
- If, in the University's opinion, the reference customers do not meet the University's requirements, additional references will be requested, and visits to the reference sites will be required. Interviews at reference sites will be confidential.
- Please provide your information in **Schedule D: Customer References and Experience of Tenderer**.
- Please indicate if you have had exposure to the Tertiary/Higher education environment (Y/N):
If Yes, indicate details related to this experience in **Schedule D**.
- The following is a statement of similar work successfully completed by ourselves over the last three years (use a separate page of necessary):

Reference Company/Client name, Company contact person, position of referee, telephone number and email address	Description and scale of services provided (internal audit, grant management, enterprise risk management or other services)	Contract value	Contract Period

Signed

Date

Name

Position

Tenderer

Schedule E: Functionality Requirements

In Phase 2 Service Providers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. The top 5 Service providers for the Internal audit and Grant management services component, scoring 75 points or higher will be shortlisted for first pass presentations. The top 3 Service providers for the Enterprise Risk Management component, scoring 75 points or higher will be shortlisted for first pass presentations. Criteria related to Functionality requirements are included below. Please ensure that every criterion is addressed in your submission and referenced under the correct schedule.

Functionality Criteria

1. Company References

Provide at minimum three (3) contactable references for each component you are bidding for. Note: Reference must not be older than three years. References should be related to clients where services of a similar nature are being provided. At minimum one reference must be of a comparable size and scale to the University. Reference letter of projects completed from previous/current clients should confirm contract/engagement, value of contract, contract period and an indication of the level of satisfaction related to the services received. References will be confirmed.

Schedule D, reference letters and reference feedback will be used to evaluate this criterion.

Additional points will be obtained if the company provides similar services to Tertiary Institutions or Public entities in South Africa. Evidence of this engagement is to be provided.

2. Company years of experience (Audit Services) - Maturity of the company

Track record, history of the company, years and scope of experience related to the particular components will be assessed. **Schedule A** will be used to evaluate this criterion.

3. Expertise of Staff to be placed on this project.

Submit you information related to this criterion in Schedule E1: Team composition and expertise.

The tenderer's key personnel of the proposed audit team must have relevant and appropriate qualifications, skills and experience to match the envisioned plan.

The tenderer's must submit, as part of its proposal, the following:

- The structure and composition of the proposed team, clearly outlining the main experience/disciplines/ specialties of the team member

- CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of the assignment as outlined

- Describe the roles and responsibilities related to the proposed team and the envisioned plans
The appropriateness of the team 's experience and composition will be assessed.

4. Proposed Methodology / Approach / Deliverables / Audit Plan For Component 1: Internal Audit and Grant Management Services.

Submit you information related to this criterion in Schedule E2: Internal Audit and Grant Management Services proposal The bidder must demonstrate thorough understanding of the objectives and deliverables related to these services; the General requirements and the applicable regulatory framework.

The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined and clearly demonstrating how the audit deliverables will be achieved.

Expected Deliverables include the Tenderer demonstrating proof of evidence/experience and level of comprehensiveness/completeness in providing the required services including providing information related to the elements below.

4.1 Preparing Annual audit Plan including Grant management (3 year rolling plan); elaborate on approach and contents of the audit plan.

4.2 Approach in terms of execution of audit plan

4.3 Reporting back of audit plan

5. Proposed Methodology / Deliverables / Plan For Component 2: Enterprise Risk Management Service.

Submit you information related to this criterion in Schedule E3: Enterprise Risk Management proposal. The bidder must demonstrate thorough understanding of the objectives and deliverables related to these services; the General requirements and the applicable regulatory framework.

The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined and clearly demonstrating how the audit deliverables will be achieved.

Expected Deliverables include the Tenderer substantiating proof of evidence/experience and level of comprehensiveness/completeness in providing the required services including providing information related to the elements below.

5.1 Preparing Enterprise Risk Management plan; elaborate on the approach followed and contents of the ERM plan.

5.2 Approach in terms of execution of ERM plan

5.3 Reporting back of ERM plan

T.2.2 List of contract annexures

Returnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract

The Tenderer's offer must be composed according to, and in the sequence of the Annexures listed in the Table of Contents. The Tenderer must complete as applicable all of the attached returnable Annexures by complying with the below corresponding requirements and instructions. The Tenderer must read this tender document with Annexure 1: Scope of Work which provides information related to the University's requirements.

Annexure 1: Scope of Work and Tenderer's offer

- Tenderer's cover letter
- Tenderer's executive summary
- The Tenderer's offer should include:
 - A summary of the Tenderer's proposal specifying which component/s the Tenderer is submitting an offer for.
 - How the Tenderer is able to meet the tender requirements, including differentiators that Tenderer shows are advantages over other similar Service Providers or in this field of expertise. Include here any relevant information which is not covered in other sections and information which you believe will help convince the University of your suitability as a Service Provider and your ability to add value.
 - In respect of each of the component/s that the Tenderer has selected to respond to, Tenderers are expected to show that they have the necessary experience, know-how, skills and resources

Reference to applicable schedules can be made to substantiate the response above.

Annexure 2: Pricing Schedule

- The pricing the Tenderer submits will be considered the Tenderer's final offer which will be a Returnable that will become **Annexure 2: Pricing schedule** to the Contract. The spread sheet that is **Annexure 2** must be used to submit pricing as indicated in this tender invitation.
- The Pricing and equipment schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats.
- Prices should be in Rands and inclusive of VAT. All costs are to be included and the pricing schedule must be comprehensive and complete.

Price Adjustments

Where applicable and provided the relevant supporting documentation is supplied, the successful Tenderer may request in writing from the University that its prices be adjusted due to changes in its costs such as the annual inflation related price adjustments based on change in the South African Consumer Price Index (CPI). Otherwise, prices must remain firm for the duration of the Contract.

Annexure 3: Access to the University Precincts

These terms, provided by the University in Annexure 3, will govern the Service Provider's access to and where and how the works, goods and services on the University's precincts are delivered / performed.



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

Tender No: FIN/2018/01

Internal Audit, Grant Management and Enterprise Risk Management Services

Part C1: Main Contract Terms and Conditions

A Professional Services Consultancy Contract will apply for the provision of Services as described in this Tender and Annexure 1: Scope of Work.

NB. The terms and conditions and contract information contained in this document are not intended (and should not be taken) to be contractually binding unless and until they become the subject of separate, specific agreement between the University and any Tenderer/Supplier. This tender invitation and the Tenderer's proposal are not to be construed as an offer capable of acceptance.

Part C2: Annexures (refer Annexures listed in the Table of Contents above)