



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

REQUEST FOR PROPOSAL

Internal Audit, Grant Management Audit and Enterprise Risk Management Services

Reference No.:	Wits 2023 11	
Description:	Internal Audit, DHET Grant Management Audit, Enterprise Risk Management Services and Ad-hoc Agreed Upon Procedure engagements	
Issue Date:	24 th September 2023	
Issued by:	CHIEF FINANCIAL OFFICER, University of the Witwatersrand Johannesburg	
Submission Date and Time:	Date: 18 th October 2023	Time: 23h59
Important Information:	Note the four components and details related to each	

Components related to this Tender
Component 1: INTERNAL AUDIT SERVICES
Component 2: DHET GRANT MANAGEMENT AUDIT SERVICES
Component 3: ENTERPRISE RISK MANAGEMENT SERVICES
Component 4: ADHOC AGREED UPON PROCEDURE ENGAGEMENTS

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List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
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PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

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 40000 students and approximately 9500 (i.e., including permanent and temporary) staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University invites proposals for the provision of Internal Audit, Grant management audit services, Enterprise Risk Management services and ad hoc agreed upon procedure/(s) engagements for a period of three (3) years, with a possible extension for a further period of two (2) years.

This is an open competitive tender process.

1.3 Tender Description

1.3.1 The primary operational objective is to appoint reputable service providers to provide services related to the components below. Requirements are detailed in the scope of work.

1.3.1.1 Component 1: Internal Audit Services

1.3.1.2 Component 2: Grant Management Audit Services

1.3.1.3 Component 3: Enterprise Risk Management Services

1.3.1.4 Component 4: Ad hoc agreed upon procedure/(s) engagements.

1.4 Procurement Strategy

1.4.1.1 The procurement / appointment strategy related to each component is detailed below. Tenderers are allowed to bid for one or more components.

1.4.1.1.1 **Component 1 Internal Audit Services:** One service provider is to be appointed for this component.

1.4.1.1.2 **Component 2 Grant Management Audit Services:** One service provider is to be appointed for this component.

1.4.1.1.3 **Component 3 Enterprise Risk Management Services:** One service provider is to be appointed for this component.

1.4.1.1.4 **Component 4 Ad-hoc agreed upon procedure/(s) engagements:** a panel of service providers, no more than seven (7) is to be appointed for this component. The allocation strategy will consider several factors including but not limited to experience, expertise and competencies related to the engagement scope, work already allocated to the provider and pricing.

1.4.2 To note that the University reserves the right not to award multiple components to the same firm.

1.4.3 The University strictly prohibits joint ventures, partnerships or subcontracting for Components 2, 3 and 4. Joint ventures and partnerships are permitted for Component 1. However, subcontracting is not permitted for any component.

1.4.4 In case of a Joint Venture/Partnership/consortia, a signed written agreement between the parties which must clearly set out the roles and responsibilities (including work- allocation percentage) of each member must be submitted with the bid. This includes a resolution of each company forming the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture. All the parties to the joint venture must meet the procurement eligibility criteria specified in the Tender Documents. Tenderers are required to submit the duly signed joint venture agreement as a mandatory returnable schedule, clearly defining the roles and responsibilities of each party in relation to the services they will provide and indicating the lead party. The suitability and role of each party will be thoroughly evaluated to determine their acceptability and if the associated risk is deemed excessively high or the role is deemed as inappropriate, the Tender

Submission may be disqualified.

1.5 Pre-qualification Criteria

- 1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities as detailed in the scope of work may be eligible to participate in this Tender.
- 1.5.2 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission / Proposal, failure to do so will result in disqualification.

No.	Procurement Mandatory Criteria: All Components
It is compulsory that the Tenderer:	
1.	provides Schedule 1: Signed Submission which has been signed by a duly authorised representative.
2.	provides proof of your legal entity's registration documentation (e.g., CIPC) indicating date of registration/incorporation, list of directors, partners, and members. The tenderer must be a South African legal entity and have local presence in Gauteng.
3.	provides proof of proof of valid SARS Tax Pin.
4.	provides a VAT Registration Certificate
5.	provides Three (3) years latest Audited Annual Financial Statements (AFS) in line with the Companies Act where the Tenderer is able to share the information or to complete a template provided in the tender pack should the tenderer be unable to share the full set of AFS. Note the submitted AFS information will be kept confidential.
6.	provide their Company profile.
7.	provides their detailed priced proposal as per Annexure C, for each component they are tendering for.
8.	provide evidence of applicable insurance for this industry. In particular, insurance information related to professional indemnity, public/general commercial liability insurance and any other Insurance relevant to this service. This will be assessed for acceptability. You may be requested to arrange for or increase the respective insurances if recommended for award, with no impact on the pricing schedule that was submitted.
No.	Functionality (including Technical) Mandatory Criteria for ALL COMPONENTS
It is compulsory that the Tenderer:	
9.	demonstrates that it has a minimum track record greater than 5 years in providing relevant services for all components that it is bidding for.
10.	submits evidence of the firm and its director's registration with relevant professional bodies (latest proof of current membership with the professional bodies such as IIA, SAICA, IRBA, IRMSA, ISACA etc.)
11.	provide at least 3 contactable recent references (not older than 5 years) where similar services were provided - one must be of a comparable size and scale to the University of the Witwatersrand for each component that you are tendering for . References will be assessed for relevancy and acceptability.
12.	ensures that the proposed Team members for each component bidding for are registered with the professional bodies such as SAICA, IRBA, IIA, IRMSA, ISACA and/or other relevant professional bodies. All core members must belong to a professional body that regulates the services they offer. The professional bodies will be assessed for acceptability.
Additional mandatory functionality criteria for Component 1: Internal Audit Services	
13.	The Lead partner for the Internal Audit Component must be registered with IIA and have at least ten (10) years internal audit experience.
14.	For Internal Audit services: a minimum track record of at least one client whose revenue exceeds R3 billion per annum is required. Reference detail as per Annexure B must be provided.
Additional mandatory functionality criteria for Component 2: Grant Management Services Audit	
15.	The Lead partner for the DHET Grant Management Audit services must be registered with IRBA for at least ten (10) years.
16.	For DHET Grant management Audit services: a minimum track record of at least one client whose revenue exceeds R500 million per annum is required. Reference detail as per Annexure B must be provided.
Additional mandatory functionality criteria for Component 3: Enterprise Risk Management Services	
17.	For Enterprise Risk Management services: a minimum track record of at least one client whose revenue exceeds R3 billion per annum is required. Reference detail as per Annexure B must be provided.

	Additional mandatory functionality criteria for Component 4: Ad hoc agreed upon procedure engagements
18.	The Lead partner for the Ad hoc agreed upon procedure/(s) audit must be registered with IRBA for at least ten (10) years.
19.	For ad hoc agreed upon procedure engagements: a Minimum track record of at least one current client whose revenue exceeds R10 million per annum is required. Reference detail as per Annexure B must be provided.
	Other required documentation (non-mandatory but will be considered in the final stage of the tender)
20.	A valid B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit

1.5.3 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (**please refer to Annexure B: Returnable Schedules and Documents**) to be eligible, failure to do so will result in disqualification.

1.5.4 Tenderers bid submission acceptability is impacted if the tenderer fail to provide the required schedules and documents.

1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail.

1.6 Tender Terms and Conditions

1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

2.1 The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	24 th September 2023
2.	Publication of Tender available on the University's Procurement website	26 th September 2023 14h00
3.	Due date for Tenderer to submit its intention to respond/interest	4 th October 2023 23h59
4.	Briefing session (Non-Compulsory) Date and time: 06 th October 2023 10h00 Mode: Online via Microsoft Teams Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent timeously	
6.	Submission Date and Time	18 th October 2023 23h59
7.	Presentation Date and Time (Targeted) [for shortlisted tenderers]	06 th November 2023

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In in accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.



3 INTENT TO SUBMIT A TENDER SUBMISSION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer may submit to the University's Procurement Representative (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to participate in the Tender or indicate their interest. It is recommended that the tenderer registers their email address at the email addresses indicated above if interested in bidding or intend to bid.

Registered tenderers will be sent an email with the meeting link for the briefing session. Registered tenderers will have access to pertinent information related to the tender. Registration should be sent not later than **Wednesday, the 4th of October 2023.**

4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the following email addresses: Tender Administrator at admin.tenders@wits.ac.za and zarina.hassim@wits.ac.za (Procurement Representative).

5 DEVELOPING YOUR TENDER SUBMISSION

- 5.1 The Tender Documents set out a step-by-step process and conditions that apply.
- 5.2 Tenderers should take time to read and understand the Tender Documents and related requirements, in particular:
 - 5.2.1 the Tender Terms & Conditions.
 - 5.2.2 the Tender Submission protocol (please refer to section 6).
 - 5.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A.
 - 5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this tender describes the evaluation approach.
 - 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and to insert email address and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be sent by email to admin.tenders@wits.ac.za and to the email address indicated above. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred by the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
 - 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%202015.08.2020.pdf>
 - 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and .pdf - PDF file.
- 6.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.4 The tenderers should note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.



PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions / Proposals. It is envisaged that the following core criteria will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer.
 - 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison.
 - 7.1.3 The type of organisation and the number of years in operation in the industry.
 - 7.1.4 The track record and experience of the Tenderer.
 - 7.1.5 The Tenderer's contactable client references.
 - 7.1.6 The competence of the proposed management and team of the Tenderer.
 - 7.1.7 Accuracy and presentation of the calculations which must be sufficient for comparison purposes.
 - 7.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations.
 - 7.1.9 Adequate insurance coverage relating to the services offered.
- 7.2 **Evaluation Procedure:**
- 7.2.1 The Evaluation procedures encompasses multiple stages for each component. The stages are described below.
 - 7.2.2 The University may request additional information, clarification, or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.
 - 7.2.3 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
 - 7.2.4 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

8 EVALUATION CRITERIA

8.1 **Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)**

- 8.1.1 The University has a defined minimum pre-qualification listed in the table under section 1.5 that must be met by the Tenderer for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.5 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or business units within a group.

8.2 **Stage 2: Functional including Technical Evaluation**

- 8.2.1 In this stage, the Tenderer must get a minimum of **75%**, to move on to the next stage of evaluation. This is applicable for ALL components. Each Components' functionality criteria is indicated below.

8.2.2 **Stage 2: Component 1 Internal Audit Services - Functional including Technical**

Evaluation

In this stage, the Tenderer must score a minimum of 75% to move on to the next stage of evaluation as per the evaluation protocol. In Stage 2 Tenderers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards as per criteria below. The top 3 Tenderers scoring 75% or higher will be shortlisted for presentations for the Internal audit services.

Component 1: Functionality Criteria	Weights
1. INTERNAL AUDIT EXPERIENCE	Maximum 20 points
<p>Company References:</p> <p>To demonstrate knowledge, skills and experience, the bidder must submit at least three recent client references where the bidder has successfully performed internal audit work of a similar scope and complexity in the past five (5) years.</p> <p>The references should clearly demonstrate the services of similar nature being provided. The bidders internal audit services experience in the public sector including specialised skills and expertise will be assessed. The experience of the firm in providing the internal audit services, including specialised skills and value needs to be explicitly outlined in the client references. The letters of References may be confirmed. References will be assessed for relevancy and acceptability.</p>	
>3 Acceptable References provided with one reference for a Tertiary Institute's/ Public entity = 20 points	
3 Acceptable References provided = 15 points	
2 Acceptable References provided = 10 points	
1 Acceptable References provided = 5 points	
2. THE QUALIFICATION AND EXPERIENCE OF THE PROFESSIONALS PROPOSED TO PROVIDE THE SERVICES.	Maximum 25 points
<p>Expertise of Staff to be placed on this project</p> <p>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:</p> <ul style="list-style-type: none"> - The structure and composition of the proposed team, clearly outlining the qualifications/main experience/disciplines/ specialties of the team members and their roles and responsibilities related to the envisioned plan. - 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. Assessment of the condensed curricula vitae of personnel who will be assigned to the Wits account (Qualifications and experiences of proposed resources) 	
<p>Track record and experience of Engagement Partner and Senior Managers proposed to Wits will be assessed:</p> <ul style="list-style-type: none"> · Relevant experience 15 years or more= 20 points · Relevant experience between 10 and 14 years = 19 points · Relevant experience between 7 and 9 years = 10 points · Relevant experience below 7 years = 5 points <p>Track record and experience of Lead IT Partner</p> <ul style="list-style-type: none"> · Relevant experience of IT Lead partner 10 year and more = 5 points 	

Component 1: Functionality Criteria	Weights
3. AUDIT APPROACH / METHODOLOGY	Maximum 15 points
The bidder's approach and methodology to perform an internal audit, including internal audit methodology and Quality Assurance processes will be assessed. Bidder to submit a Signed letter of undertaking to confirm that the firm adopts a quality assurance improvement programme as per the international standards for the Professional Practice of Internal Auditing. The methodology should outline all elements of the standard internal audit process.	
4. INTERNAL AUDIT OBJECTIVES, SCOPE OF WORK AND CAPACITY OF THE BIDDER	Maximum 30 points
A proposed three-year plan of action to achieve the objectives of the internal audit. This plan should outline short, medium, and long-term objectives based on the bidder's assessment of risks faced by the Higher Education sector as well as the Universities. The bidder must submit a resource plan, including the structure of the core team to be committed to Wits. Elaborate on approach and contents of the audit plan. To note: Examine the scope of work for the core and additional services that are required to ensure that this is included in the plan.	
5. TECHNOLOGY OFFERINGS to enhance the Audit methodology, approach, experience and timeous resolution. Bidders to demonstrate that they have the appropriate tools to execute the plan.	Maximum 10 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS
THRESHOLD (75%)	75 POINTS

8.2.3 Stage 2: Component 2 Grant Management Audit/AUP services [DHET grants] – Functional including Technical Evaluation

In this stage, the Tenderer must score a minimum of 75% to move on to the next stage of evaluation as per the evaluation protocol. In Stage 2 Tenderers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards as per criteria below. The top 3 Tenderers scoring 75% (75 points) or higher will be shortlisted for presentations for Grant management audit services.

Component 2: Functionality Criteria	Weights
1. GRANT MANAGEMENT Audit/AUP EXPERIENCE	Maximum 25 points
Company References:	
To demonstrate knowledge, skills and experience, the bidder must submit at least three recent client references where the bidder has successfully concluded grant management audits (in terms of ISRS 4400 revised agreed upon procedures) of a similar scope and complexity in the past five (5) years.	
Reference should be where services of similar nature is being provided. The bidders grant management audit experience in the public sector including specialised skills and expertise will be assessed. The experience of the firm in the grant management audit services, including specialised skills and value needs to be explicitly outlined in the client references letters. References may be confirmed. References will be assessed for relevancy and acceptability.	
>3 Acceptable References provided with one reference for a Tertiary Institute's/ Public entity = 25 points	

Component 2: Functionality Criteria	Weights
3 Acceptable References provided = 19 points	
2 Acceptable References provided = 13 points	
1 Acceptable References provided = 6 points	
2. THE QUALIFICATION AND EXPERIENCE OF THE PROFESSIONALS PROPOSED TO PROVIDE THE SERVICES. Expertise of Staff to be placed on this project	Maximum 37 points
The tenderer's key personnel of the proposed audit team must have relevant and appropriate qualifications, skills and experience to match the requirements. The tenderer's must submit, as part of its proposal, the following: - 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. Assessment of the condensed curricula vitae of personnel who will be assigned to the Wits account (Qualifications and experiences of proposed resources)	
a) Track record and experience of Engagement (Lead) Partner, Senior Manager and/or Manager(s) for Wits will be assessed: · Relevant experience of Lead Partner 10 years or more, with Managers having at least 3 years (post article) relevant experience = 25 points · Relevant experience of Lead Partner between 7 and 9 years = 19 points · Relevant experience of Lead Partner below 7 years = 6 points	
b) The proposed team structure, seniority of resources and resource team will be assessed (12 points)	
3. AUDIT APPROACH / METHODOLOGY	Maximum 25 points
The bidder's approach and methodology to perform grant audits, including a formal audit methodology and Quality Assurance processes will be assessed. Tenderers are required to comply with the ISRS 4400 (revised) standard and are required to demonstrate that the approach and methodology will be complying.	
4. TECHNOLOGY OFFERINGS to enhance the Audit methodology, approach, experience, and timeous resolution including the ability to work remotely if required	Maximum 13 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS
THRESHOLD (75%)	75 POINTS

8.2.4 **Stage 2: Component 3 Enterprise Risk management services - Functional including Technical Evaluation**

In this stage, the Tenderer must score a minimum of 75% to move on to the next stage of evaluation as per the evaluation protocol. In Stage 2 Tenderers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. The top 3 Tenderers scoring 75% or higher will be shortlisted for presentations for Enterprise Risk Management

Component 3: Functionality Criteria	Weights
1. ENTERPRISE RISK MANAGEMENT EXPERIENCE	Maximum 30 points
<p>Company References:</p> <p>To demonstrate knowledge, skills and experience, the bidder must submit at least three recent client references where the bidder has successfully conducted Enterprise risk management services of a similar scope and complexity as is required, in the past five (5) years. Reference should be where services of similar nature is being provided. The bidders risk management experience in the public sector including specialised skill and expertise will be assessed. The experience of the firm in the risk management services, including specialised skills and value needs to be explicitly outlined in the client references letters. References may be confirmed. References will be assessed for relevancy and acceptability.</p>	
>3 Acceptable References provided with one reference for a Tertiary Institute's/ Public entity = 30 points	
3 Acceptable References provided = 23 points	
2 Acceptable References provided = 15 points	
1 Acceptable References provided = 7 points	
2. THE QUALIFICATION AND EXPERIENCE OF THE PROFESSIONALS PROPOSED TO PROVIDE THE SERVICES. Expertise of Staff to be placed on this project	Maximum 30 points
<p>The tenderer's key personnel of the proposed audit team must have relevant and appropriate qualifications, skills and experience to match the requirements. The tenderer's must submit, as part of its proposal, the following:</p> <p>- 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. Assessment of the condensed curricula vitae of personnel who will be assigned to the Wits account (Qualifications and experiences of proposed resources).</p>	
<p>a) Track record and experience and qualifications/associations of Engagement (Lead) Partner for Wits will be assessed:</p> <ul style="list-style-type: none"> · Relevant experience of Lead Partner 10 years or more and appropriate associations /qualifications = 20 points · Relevant experience of Lead Partner between 7 and 9 years and appropriate associations /qualifications = 15 points · Relevant experience of Lead Partner below 7 years = 5 points 	
b) The proposed team structure, seniority of resources and resource team will be assessed (10 points)	
3. APPROACH / METHODOLOGY	Maximum 20 points
<p>a) The bidder's approach and methodology to perform risk management services will be assessed. Tenderers must show evidence that they have considered the COSO framework when detailing the proposed approach and methodology. This is to ensure compliance with the Higher education Act and the King IV code of good corporate governance.</p> <p>b) provide a risk plan including the steps, milestones, engagements, timing, and reporting aspects. Given the decentralised model of the University, this should include the various required risk registers encompassing strategic to operational aspects</p>	
4. TECHNOLOGY OFFERINGS to enhance the Audit methodology, approach, experience, and timeous resolution including the ability to work remotely if required	Maximum 20 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS
THRESHOLD (75%)	75 points

8.2.5 **Stage 2: Component 4 Ad-hoc agreed upon procedure engagements - Functional including Technical Evaluation**

In this stage, the Tenderer must score a minimum of 75% in order to move on to the next stage of evaluation as per the evaluation protocol. In Stage 2 Tenderers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards as per criteria below. All Tenderers scoring 75% or higher will be shortlisted for the next stage.

Component 4: Functionality Criteria	Weights
1. ADHOC Agreed upon procedure engagement experience	Maximum 30 points
<p>Company References:</p> <p>To demonstrate knowledge, skills and experience, the bidder must submit at least three recent client references where the bidder has successfully concluded agreed upon procedure engagements in terms of ISRS 4400 (revised).</p> <p>Reference should be where services of similar nature is being provided. The bidders grant management experience in the public sector including specialised skills, expertise, and value – added services will be assessed. The experience of the firm in the required services for this component, including specialised skills and value needs to be explicitly outlined in the client references letters. References may be confirmed. References will be assessed for relevancy and acceptability.</p>	
>3 Acceptable References provided with one reference for a Tertiary Institute's/ Public entity = 30 points	
3 Acceptable References provided = 23 points	
2 Acceptable References provided = 15 points	
1 Acceptable References provided = 7 points	
2. THE QUALIFICATION AND EXPERIENCE OF THE PROFESSIONALS PROPOSED TO PROVIDE THE SERVICES. Expertise of Staff to be placed on this project	Maximum 30 points
<p>The tenderer's key personnel of the proposed audit team must have relevant and appropriate qualifications, skills, and experience to match the requirements. The tenderer's must submit, as part of its proposal, the following:</p> <p>- 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. Assessment of the condensed curricula vitae of personnel who will be assigned to the Wits account (Qualifications and experiences of proposed resources)</p>	
<p>a) Track record and experience of Engagement (Lead) Partner for Wits will be assessed:</p> <ul style="list-style-type: none"> · Relevant experience of Lead Partner 10 years or more = 20 points · Relevant experience of Lead Partner between 7 and 9 years = 15 points · Relevant experience of Lead Partner below 7 years = 7 points 	
b) The proposed team structure, seniority of resources and resource team will be assessed (10 points)	
3. AUDIT APPROACH / METHODOLOGY	Maximum 30 points
The bidder's approach and methodology to perform agreed upon procedure engagements, including a formal audit methodology and Quality Assurance processes, will be assessed. Tenderers are required to comply with the ISRS 4400 (revised) standard.	

Component 4: Functionality Criteria	Weights
4. TECHNOLOGY OFFERINGS to enhance the Audit methodology, approach, experience and timeous resolution including the ability to work remotely if required	Maximum 10 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS
THRESHOLD (75%)	75 POINTS

8.3 Stage 3: Components 1,2,3: Presentations

8.3.1 This phase of assessment is the final stage in the evaluation process and only successful Tenders that have met the minimum requirements in the technical/functionality stage will be considered.

8.3.2 Presentations:

8.3.2.1 The University may require short-listed Tenderers to make presentations to University the evaluation team on the date and at the place in section 2.1.

8.3.2.2 Presentations are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session.

8.4 Final Stage: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages

8.4.1 Tenderers who met the threshold and requirements for the previous stage will be considered for this stage.

8.4.2 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below for the respective components they are bidding for

8.4.3 Final Stage: Component 1, 2 and 3 - Price, Preference (B-BBEE) and Consideration of Previous Stages:

8.4.3.1 In this final stage, the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below and indicated formulae:

8.4.3.2

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price	Annexure C: Pricing to be completed	70%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	
	B-BBEE Level	10%
	Tenderers with 51% or more Black Ownership	10%
Presentation		10%
Total		100%

8.4.4 Final Stage: Component 4 - Price, Preference (B-BBEE) and Consideration of Previous Stages:

8.4.4.1 In this final stage, the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below and indicated formulae:

8.4.4.2

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price	Annexure C: Pricing to be completed	70%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	
	B-BBEE Level	10%
	Tenderers with 51% or more Black Ownership	5%
	Tenderers with EME status (annual turnover is under R10 million) or QSE status (annual turnover is under R50 million)	5%
Previous Stage		10%
Total		100%

8.4.5 B-BBEE Score Card

B-BBEE Status Level Contributor	Number of Points (10% B-BBEE system)
Level 1 contributor	10
Level 2 contributor	9
Level 3 contributor	6
Level 4 contributor	5
Level 5 contributor	4
Level 6 contributor	3
Level 7 contributor	2
Level 8 contributor	1
Non-Compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

8.5 Price Points Calculation

A maximum of 70 = 70 points is allocated for price on the following basis:

$$PS = 70 \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for comparative price of Tender Submission under consideration;
- X = Ratio allocated to pricing for scoring purposes;
- Pt = Comparative price of the Tender Submission under consideration; and
- Pmin = Comparative price of the lowest acceptable Tender Submission.

8.6 Other Information

- 8.6.1 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed, and are requested not to contact the University in this regard.
- 8.6.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

9 SCOPE OF WORK

- 9.1 The detailed scope of worked is attached to the Tender Documents and marked as Annexure A: Scope of Work. Note each component is referenced in the Scope of Work.



- 9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in Annexure A: Scope of Work for each of the components they are bidding for
- 9.3 **Note:** The University will not accept any material variation to Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

PART F: PRICING

11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents. Each component has a separate worksheet attached in Annexure C. There are four worksheets. Ensure that you complete the Pricing schedule for the respective components you are bidding for.
- 11.2 Tenderers must show its pricing information using the pricing template contained in Annexure C: Pricing and populate the respective worksheet.
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) AND .pdf formats.
- 11.4 Tenderers agree that 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 Tenderers final pricing submitted.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6 when providing provisions.
- 11.6 **Annual Escalation Adjustments:**
- 11.6.1 The prices for the goods and/or services specified in Annexure A: Scope of Work will remain unchanged for the first 12 (twelve) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in line with or less than CPI on the first and each subsequent annual anniversary of the effective date (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 11.6.2 **Note:** CPI means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change shall be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the start date of the awarded Contract, and applying the lower of the 2 (two) compared indices.

PART G: INSURANCE

12 INSURANCE REQUIREMENTS

- 12.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and

Documents and refer to the related prequalification criteria) and details of:

- 12.1.1 public liability; and/or
- 12.1.2 professional indemnity insurance; and/or
- 12.1.3 insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or
- 12.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
- 12.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

13 THE CONTRACT

- 13.1 Tenderers must please take note of the following important contractual terms:

Indicative Contract Dates:	Component 1 and 3: 1 st April 2024 – 31 st March 2027 with the possibility of extending for a further period. Component 2 and 4: 1 st June 2024 – 31 st May 2027 with the possibility of extending for a further period.
Indicative Contract Duration:	3 years to possibly 5 years subject to annual review
Classification and Type of Contract:	
Insert any other important terms, if applicable	

- 13.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.
- 13.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:
- 13.3.1 Accept the deviations or exceptions; or
 - 13.3.2 Negotiate the deviations or exceptions; or
 - 13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.
- 13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.
- 13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.
- 13.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.
- 13.7 Should the final contract negotiations with the preferred Tenderer not be concluded within 8 (eight) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.