



## RE – ADVERTISEMENT RFQ

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
03 May 2023	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2022/23 Ref 35	12 – 05 - 2023 @11:00 AM

### **Service provider for Internal Audit Services for a period of 3 Months**

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Service provider for Internal Audit Services for a period of 3 Months**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **12 May 2023 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Attach Rates clearance statement of a company or its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website

**Failure to comply with these conditions will invalidate your offer.**

### **Evaluation Criteria for this procurement will be as follows:**

Price = 80  
Youth & Women = 20



Women = 10 (Attach ID and Central Supplier Database Report to attain points.)  
Youth = 10 (Attach ID and Central Supplier Database Report to attain points this will also be verified on CSD)

**Scope of work to Audit the following**

- Budget
- Draft Audit Risk Plan
- Quarterly performance reports

**Functionality Assessment**

Maximum points = 50 Bidders need to score at least 30 Points in order to be evaluated further for price

Criteria	Measurement	Points Allocated
Experience	A company should have Internal Audit experience  Five (5) years' experience and above (20 points) Three (3) years' experience and above (10 points) Below three (3) years' experience (0 points)  (Attach signed appointment letters or recommendation letters)	20
Qualifications	Team member who is a CA = (20 points) Team member registered as Certified Internal Auditor = (10 points)  (Attach CV and Certified Copies of Qualifications)	30
Total		50 Points

Enquiries regarding the specification kindly send email to [bzkabh@gmail.com](mailto:bzkabh@gmail.com)

**Recommended by**



Ms Z. Mkhuzo  
Acting CFO

**ISSUED BY**



MR M. FIHLANI  
MUNICIPAL MANAGER

24/04/2023  
DATE

