



ENVELOPE A – TECHNICAL PROPOSAL

TENDER NO: RFP-CEO-004

REQUEST FOR PROPOSAL (RFP) PACK

FOR THE APPOINTMENT OF INTERNAL AUDITORS FOR A PERIOD OF THREE YEARS

START DATE: 7 JULY 2023

CLOSING DATE: 4 AUGUST 2023

NAME OF TENDERER: _____

TENDERER'S ADDRESS:

CHECKLIST FOR SUBMISSIONS

ITEM	TICK
Supporting Documentation To Be Submitted	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Certified copy(s) of members ID's	
Valid Proof of Office Location (Municipality Bill or Lease agreement)	
Three (3) Completed Reference Letters (Annexure 2)	
Project plan and methodology to be applied (including reporting format)	
CV's of Resources with Qualifications and supporting evidence (including completed experience schedule for engagement leader and engagement manager)	
Compulsory Documentation To Be Submitted	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Report	
Valid Tax Clearance Certificate or SARS PIN	
JV Participation Documentation (If applicable)	
Institute of Internal Auditors certification – Certified Internal Auditor OR SAICA certification – CA (SA) (only required for engagement leader/report signatory)	
Evidence of the firm's latest external quality assessment	
Independence considerations as detailed under "Scope of work"	
Signed independence and objectivity declaration	

Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.
The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.

RFP PACK CONTENTS

1. **Section A:** General Guidelines
2. **Section B:** Requirements Specification
3. **Annexure 1:** Procurement Handbook
4. **Annexure 2:** Reference Letter



SECTION A: General Guidelines

FOR THE APPOINTMENT OF INTERNAL AUDITORS FOR A PERIOD OF THREE YEARS

1 EVALUATION CRITERIA AND COMMERCIAL EQUITY GOALS

The East London Industrial Development Zone (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (BBBEE).

The “tender” will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 rule i.e. 80 of evaluation points will be based on price competitiveness and 20 will be based on BBBEE status. The following formula is used:

Calculation of the points for Price:

$$Ps = R \times \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Points scored for price of tender under consideration

R = Percentage of the price

Pt = Rand value of tender under consideration

Pmin = Rand value of lowest acceptable tender

R must be up to a maximum of 80 /90

Score Breakdown:

Price (R) = 80

Specific goals = 20

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential and specific goals shall be as per below may include:

- (a) Historically disadvantaged individuals' companies (51% Black owned)
- (b) Women (51% Black Women Owned) companies.
- (c) Persons with disability owned companies
- (d) SMMEs
- (e) Service providers located in Eastern Cape Province
- (f) Youth
- (g) Any other RDP goal or preference points in favor of historically disadvantaged individuals, may be added

The tender documents shall stipulate—

- (a) the applicable preference point system as envisaged in regulations
- (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

Tenderers are required to submit a Valid original or certified B-BBEE Certificate issued by verification agency accredited by SANS for the Generic Suppliers, for QSE's and EME's Sworn Affidavit signed under oath confirm ownership status. Failure to submit a valid B-BBEE certificate and/or sworn affidavit may result in zero points being awarded for preference.

Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points

The following table shall be used to convert the Specific goals criteria into points.

Table: Specific Goals Points Conversion

Estimated Rand Value inclusive of Vat	Specific Goals and Point allocation
Above R1 000 000 up to R50 000 000	80 points for price 10 points for 51% and above Black owned suppliers 5 points for Eastern Cape based suppliers 1 point for 51% and above Women owned suppliers 1 point for 51% and above Youth owned suppliers 3 points for SMMEs

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

No points will be awarded for achieving B-BBEE objectives if the total percentage scored for B-BBEE is less than 30%. All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the

right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

2 CONDITIONS OF TENDERING

General Conditions

PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS.

- A compulsory briefing session will take place on the 14 July 2023 starting at 11h00 via Microsoft Teams, a link below will be provided on the East London IDZ's website. [Click here to join the meeting](#)
Meeting ID: 328 262 964 105
Passcode: jpsGEK
- The closing date for this tender is at 13h00 on 04 August 2023. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time.
- Tenderers are encouraged to submit written questions by emailed to lulama@elidz.co.za not later than the 19 July 2023 at 16:00. Responses will be sent not later than 26 July 2023 at 16:00.
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.
- Tenderers must be registered on CSD database from Treasury.

3 SIGNATURES ON TENDERS

All tenders submitted must be signed by that individual, or by someone on his behalf duly authorized and proof of that authority must be attached. All tenders submitted by a company must be signed by a person duly authorized thereto by a resolution of the Board of Directors, a copy of which resolution, duly certified by the Chairman of the company can be submitted with the tender.

If the tender is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by:

A certified copy of the original document under which the joint venture was constituted. This document must clearly define the conditions under which the joint venture will function, as well as the duration and participation of the several constituent persons and/or companies and/or firms.

A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the tender to do so.

In instances of a joint venture, each participating person and/or company and/or firm must complete and submit Annexure A (Procurement Handbook) with the tender together with all profit sharing percentage information.

4 AREA OF SERVICE/POINT OF DELIVERY

The delivery of services will be required at the ELIDZ office, Lower Chester Road, Sunnyridge, East London.

5 SPECIAL CONDITIONS APPLICABLE TO THIS CONTRACT

Service Providers must note the following special conditions of contract will apply to this contract:

Modification of any applicable terms of reference of this contract must be mutually agreed between the parties and reduced to writing.

- VAT: Unless otherwise stated all prices will be inclusive of **Value Added Tax**.
- All services provided must comply and be in accordance with pertinent laws and policies of government. Where the SERVICE PROVIDER has incurred any liability to the CLIENT, whether arising from or under this Agreement or otherwise howsoever arising, the CLIENT may, without notice to the SERVICE PROVIDER set-off the amount of such liability against any liability of the CLIENT to the SERVICE PROVIDER arising from or under this Agreement, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent, unless otherwise agreed to in writing by the CLIENT.

In the event that the successful Bidder has been awarded the contract with value above R 5 000 000.00 for the same goods/services on a consecutive basis, the successful Bidder will be required to submit a Supplier development plan for SMMEs to be agreed with the ELIDZ.

Where there is no designated sector, ELIDZ may decide to include a specific bidding condition that only locally produced goods or services with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific standards determined by the dti in consultation with the National Treasury.

6 COMPANY / FIRM PROFILE

A brief company profile is required, to assist ELIDZ in assessing your capabilities, capacity and competitive advantages.

7 INADEQUATE SERVICE LEVELS AND PERFORMANCE

In instances of transgression of a more serious nature, should the ELIDZ during the contract period for any reason regard the Service provider's service levels and performance against this contract as being inadequate or not to the ELIDZ's satisfaction, the details will be reduced to writing, clearly headed "Inadequate performance" and sent to the service provider. In the event that the service provider is unable to remedy the complaints to the ELIDZ's satisfaction within 14 days of such notice of inadequate performance, ELIDZ reserves the right to immediately cancel this contract and recover costs in terms of the Service Agreement.

8 SERVICE LEVEL AGREEMENT

The successful tenderer will be required to enter into a written Service level agreement with the ELIDZ which will be based on the draft Agreement set out herein in Section C, which will include Section A and B and include such terms and conditions as Management may require or prescribe to give effect to in terms of its legal obligations.

9 PRICE BASIS

ELIDZ requires the tender price to remain firm for the validity period of ninety (90) days after the closing date of the tender. The tender price shall be in South African Rand.

Where prices are subject to variation it must be noted that no prices are to be revised or invoiced, without prior mutual agreement and official modification of the contract.

10 PAYMENT TERMS

A maximum payment processing period of thirty (30) days will be enforced. The thirty-day period is effective from the date a complete claim is received. A complete claim requires the following to be processed:

- Original invoices;
- Original covering letter of approval by the consultant where applicable;
- Original covering letter of approval by the relevant ELIDZ official where applicable.
- Statement of accounts

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

11 SUFFICIENCY OF TENDER

The tenderer shall satisfy itself before tendering, as to the correctness and sufficiency of its tender for the project. The tenderer shall ensure that the rates and prices it has stated in the schedules cover all the obligations included in the tender and sufficient for the proper completion of the project.

12 TENDERER'S CONDITION

All tenderer's shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender.

13 DISQUALIFICATION

Respondents are advised that should there be any contact with ELIDZ staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.

It must be stressed that any queries relating to this tender must be in writing and within the period of one week from the date of the briefing session, and must be addressed to the Project Manager only. Respondents are not to communicate in any manner or form whatsoever with members of ELIDZ personnel about the RFP until the winning service provider has been selected and such selection has been formally communicated to the public. Any such communications by Respondents with ELIDZ personnel or with persons other than the Project Manager may prejudice a Respondent, and may lead to disqualification from consideration for selection. The ELIDZ cannot accept responsibility for the accuracy of any information obtained outside the formal communication process as stipulated.

Any misrepresentation, in particular as it relates to the truthfulness of involvement of HDI's at both ownership level, management and operational level will also result in immediate disqualification.

14 ACCEPTANCE OF TENDER IN WHOLE OR IN PART

The ELIDZ reserves the right to accept the complete tender as submitted by the tenderer or alternatively, to accept only specific “areas of work” (or parts of “areas of work”) of the tender as it sees fit.

Accordingly tenderer’s are advised to ensure that all prices submitted against each “area of work” are sufficient to cover the tenderer’s entire obligation as defined in these documents, required to provide each specific “area of work”.

15 SUPPORTING DOCUMENTATION TO BE SUBMITTED

ITEM	TICK
Supporting Documentation To Be Submitted	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Certified copy(s) of members ID’s	
Valid Proof of Office Location (Municipality Bill or Lease agreement)	
Three (3) Completed Reference Letters (Annexure 2)	
Project plan and methodology to be applied (including reporting format)	
CV’s of Resources with Qualifications and supporting evidence (including completed experience schedule for engagement leader and engagement manager)	

16 COMPULSORY DOCUMENTATION TO BE SUBMITTED

The following documentation is considered as compulsory documentation and is required to be submitted with your tender. Failing to submit the compulsory documentation will lead to disqualification due to non-responsiveness.

ITEM	TICK
Compulsory Documentation To Be Submitted	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Report	
Valid Tax Clearance Certificate or SARS PIN	
JV Participation Documentation (If applicable)	
Institute of Internal Auditors certification – Certified Internal Auditor OR SAICA certification – CA (SA) (only required for engagement leader/report signatory)	
Evidence of the firm’s latest external quality assessment	
Independence considerations as detailed under “Scope of work”	
Signed independence and objectivity declaration	

17 POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

18 METHOD OF SUBMISSION

The RFP document will be available for download at no cost on 7 July 2023 at 12h00 (Noon) from the East London Industrial Development Zone website: www.elidz.co.za under Opportunities >> Tenders All tender documents are to be submitted online at <https://tenderportal.elidz.co.za>

No late tenders will be accepted.

Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.

The ELIDZ reserves the right:

1. To negotiate with the successful tenderer and/or
2. modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
3. reject any Proposal which does not conform to instructions and specifications which are detailed herein;
4. disqualify Proposals submitted after the stated submission deadline;
5. disqualify Proposals submitted that do not meet the goods or services specifications;
6. disqualify Proposals submitted that do not meet the necessary functionality where required;
7. not necessarily accept the lowest priced Proposal;
8. reject all Proposals, if it so decides;

9. place an order in connection with this Proposal at any time after the RFP's closing date;
10. split the award of the order/s between more than one Supplier/Service Provider; or
11. make no award at all;
12. ELIDZ reserves the right not to award business to the highest scoring bidder/s where objective criteria justify the award to another bidder.
13. The ELIDZ does not bind itself to accept your (or any) proposal, nor will it disclose any information regarded as confidential.



SECTION B: Requirements Specification

FOR THE PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS

Table of Contents

1.	Introduction	16
2.	Considerations	16
2.1.	Requirements Considerations	16
	FUNCTIONALITY EVALUATION MATRIX	17
2.2.	Financial Considerations.....	18
2.3.	Time Constraints.....	18
2.4.	Area of Service and Facilities	18
3.	Detailed Requirements	18
3.1.	Scope	Error! Bookmark not defined.
3.2.	Firm Profile.....	Error! Bookmark not defined.
3.3.	Qualified and Experienced Resources	Error! Bookmark not defined.
3.4.	On Demand Services	Error! Bookmark not defined.
3.5.	Communication.....	Error! Bookmark not defined.
3.6.	Reporting	Error! Bookmark not defined.
4.	Response Format	20
4.1.	Company / Firm profile	Error! Bookmark not defined.
4.2.	Location evidence	Error! Bookmark not defined.
4.3.	References.....	Error! Bookmark not defined.
4.4.	Track Record	Error! Bookmark not defined.

1. Introduction

The objective of this bid is to appoint a suitable, independent service provider that can provide an appropriate internal audit service for the Accounting Authority and management of the ELIDZ. In terms of the Public Finance Management Act (PFMA), the ELIDZ should have an effective internal audit function, which should also comply with the Institute of Internal Auditors' (IIA) standards. The internal audit function should assist the ELIDZ to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management control and governance processes. The risk management strategy, including the Fraud Prevention Plan, must be used to direct the internal effort.

One of the objectives of the internal audit function is to assist the Audit and Risk Committee (ARC), and through it the Accounting Authority and management, in the effective discharge of their responsibilities. This has to be done through furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities that have been reviewed as well as regular follow-ups. Other objectives/standards/controls of the audit function, which are subject to an evaluation, are to review the following:

- Internal control processes;
- The information systems environment;
- The reliability and integrity of financial and operational information;
- The effectiveness of operations;
- Compliance with policies, regulations and contracts;
- The safeguarding of assets;
- The economical and efficient use of resources;
- The achievement of established operational goals and objectives; and
- Compliance with laws, regulations and controls.

Background information on the structure of the ELIDZ can be found in the latest Annual Report, which is available on our website (www.elidz.co.za).

2. Considerations

2.1. Requirements Considerations

The score achieved for quality functionality will be assessed using the following criteria, each of which will be scored individually up to the maximum number of points indicated (failure to submit the relevant information will result in zero score for that section).

FUNCTIONALITY EVALUATION MATRIX

FUNCTIONALITY TABLE		
Engagement leader – experience (general)	25	<i>Evidence to be provided of engagement leader appointment or signing of reports (all confidential information can be redacted) – COMPLETE ANNEXURE 4</i>
Engagement leader has led more than 20 internal audit engagements	25	
Engagement leader has led between 10 and 19 internal audit engagements	15	
Engagement leader has led less than 10 internal audit engagements	5	
Engagement leader – experience (specific)	25	<i>Evidence to be provided of engagement leader appointment or signing of reports (all confidential information can be redacted) – COMPLETE ANNEXURE 4</i>
Engagement leader has led more than 10 public entity OR property development company internal audit engagements	25	
Engagement leader has led between 5 and 9 public entity OR property development internal audit engagements	15	
Engagement leader has led less than 5 public entity OR property development internal audit engagements	5	
Engagement manager – certifications	10	<i>Copy of certifications to be submitted</i>
Engagement manager holds one of the following certifications: - CA (SA) - CRISC - CIA - CISA	10	
Engagement manager does not hold one of these certifications	0	
Engagement manager – experience	20	<i>Copy of engagement manager's CV to be submitted – COMPLETE ANNEXURE 5</i>
Engagement manager has managed more than 10 internal audit engagements	20	
Engagement manager has managed between 5 and 9 internal audit engagements	10	
Engagement leader has managed less than 5 internal audit engagements	5	
Local branch has access to the following skills:	10	<i>Copy of each individual's CV to be submitted</i>
Cyber security expert	2	
Civil engineer	2	
Risk management expert	2	
Data analytics expert	2	
Performance auditor	2	
REFERENCE SCORE	10	Annexure 2 completed with three (3) respective referees contact details and stamp. (Score calculated by adding the total scores of submitted relevant reference letters – (Annexure 2). (Three relevant references are those references for internal audit service contracts with entities within the public sector rendered for a minimum contract period of two years). Score out of (0 - for poor services received, 3 – for satisfactory services received, 5 - for good services received)
Average Score from Reference letter (Reference score will be calculated by added total for each reference received, dividing by 3 and multiplying by 2)		
Total Score	100	

NB: Minimum points required to proceed to the next evaluation phase is 80 out of 100.

Tenderers passing the functionality phase may be required to present their proposal to the ELIDZ Audit Committee (virtual presentation)

2.2. Financial Considerations

Payment milestones will be monthly over 3 years according to the commencement date agreed upon in the service level agreement.

2.3. Time Constraints

The East London Industrial Development Zone would like this project to commence during October 2023 after the signing of the service level agreement.

2.4. Area of Service and Facilities

The delivery of services will be required at the East London IDZ offices, Lower Chester Road, Sunnyside, East London or anywhere the service is required.

3. Detailed Requirements

The scope of this RFP includes the following:

The ELIDZ would like appointment of a service provider for a duration of three years to provide internal audit services.

The scope of work includes mainly the provision of internal audit services through the execution of the 3-year rolling internal audit plan. As our internal audit approach is risk based, the scope of the annual audit plans may change based on the entity risk profile.

The proposed internal audit projects will focus on the following ELIDZ related reviews:

Performed quarterly:

- Review of quarterly financial statements (three reviews)
- Review of quarterly performance reports (three reviews)

Performed annually:

- Review of annual financial statements and accounting file
- Review of annual performance report and portfolios of evidence (including integrated reporting review)
- Review of EM's and departmental annual performance scorecards
- Supply chain management (including undisclosed interests and contract management)
- Compliance review
- Going concern
- Follow up on corrective action implementation

Performed once during the three year cycle:

- Asset management (including properties)
- Projects, costing and commitments
- Data analysis and controls, information management
- Business model review
- Information technology review including:
 - o IT Governance
 - o General Application Control Review
 - o Business Continuity and Disaster Recovery Plan
 - o Strategy Management
 - o Security Management
 - o Applications Controls
 - o Value for money review
- Fraud hotline follow ups/forensic audits

The above reviews will include preparation of the relevant reports as well as presentation of findings and internal control recommendations.

Anticipated ranges of audit hours needed to complete each of the above assignments is attached (annexure 3). These hours should be used as a guide. Each tenderer is to make their own assessment of required time and resources to undertake the above required scope of work – and is to ensure that their tendered price covers the entirety of this work.

INDEPENDENCE CONSIDERATIONS

EACH FIRM MUST CONSIDER AND ASSESS THEIR INDEPENDENCE IN RELATION TO ELIDZ.

THE FOLLOWING IS REQUIRED TO BE SUBMITTED:

- **DETAILS OF ANY RELATED PARTY TRANSACTIONS WITH ELIDZ FROM THE 2022/23 FINANCIAL YEAR TO DATE OF SUBMISSION (THIS INCLUDES COMMITTED TRANSACTIONS WHERE NO PAYMENT HAS YET BEEN MADE)**
- **PROPOSED MITIGATING ACTIONS TO BE IMPLEMENTED BY THE FIRM**

FAILURE TO DISCLOSE AND/OR ADEQUATELY MITIGATE THREATS TO INDEPENDENCE COULD RESULT IN DISQUALIFICATION

4. Response Format

Team profile

Provide the following information:

- Team structure specifically noting the Engagement leader and the Engagement manager
- For the Engagement leader and Engagement manager:
 - CV's
 - Copies of qualifications
 - Detailed listing of internal audit engagements completed including name of auditee, contact person, years of engagement, audit outcome (if annual report is published and widely available)

Service provider skills competency

- Provide CV's with qualifications, experience and skills of the management team that would be responsible for the ELIDZ internal audits (Director, Senior Manager, Manager, Assistant Manager, Audit Senior – where relevant) reflecting experience in the internal audit sector. Curriculum vitae's and certificates must be attached.

References

- Provide a minimum of (3) three references relevant to this tender, with completed reference letters, stamped, signed and dated by the referee.
- Provide details of the relevant services offered to these references, establishing a track record as well as provide contactable references at these sites \ clients.

Project plan and methodology

- Provide the project plan and methodology to be applied including use of electronic software to perform audits and reporting format to be followed

Please forward any queries to: Lulama Giba at the following contact details:

E-mail: lulama@elidz.co.za

Tel: (043) 702 8200

Fax: (043) 702 8251



ANNEXURE 1

PROCUREMENT HANDBOOK



ANNEXURE 2

REFERENCE LETTER



ANNEXURE 3

PROPOSED HOURS PER AUDIT



ANNEXURE 4

ENGAGEMENT LEADER EXPERIENCE



ANNEXURE 5

ENGAGEMENT MANAGER EXPERIENCE