Eastern Cape Provincial Arts and Culture Council (ECPACC)

BID NUMBER: ECPACC/090/2026 **CLOSING DATE: 04 DECEMBER 2026**

VALIDITY: 90 DAYS **CLOSING TIME: 12h00**

PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF THITY-SIX MONTHS (36)

NAME OF BIDDER: _____

(Company/Closed Corporation)

USE BLACK INK ONLY TO COMPLETE THIS DOCUMENT

SCHEDULE OF TENDER DOCUMENTS

1. Notice to tenderers
2. Section A (Mandatory documents)
3. Communication and Contact Persons
4. Details of bidding Enterprise
5. Scope of work
6. Mandatory Stage
7. Functionality
8. Price and specific goals
9. Schedule of prices
10. **ATTACH SUPPLIER DECLARATION FORMS SBD 4, SBD 6.1, SBD 8 & SBD 9 (to be found of website)**

1. NOTICE TO TENDERERS

1.1 Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3C Public Entity of the Department of Sport, Recreation, Arts and Culture (DSRAC), whose vision is to develop a globally competitive cultural and creative economy underpinned by the principles of social cohesion and influenced by the rich culture and heritage of the Eastern Cape Province. ECPACC hereby invites bidders from **suitably qualified and experienced** professional service providers to provide internal audit services for a period of 36 months.

1.2 During the tender evaluation, the mandatory requirements will be evaluated first, followed by functionality and its only bidders who scored and met the minimum required score for functionality that will be evaluated further to price and Specific Goals stage.

1.3 Bid documents can be obtained from the entity's website www.ecpacc.co.za

1.4 **ALL COMPLETED BID DOCUMENTS AS PER THE ABOVE REQUIREMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:**

Eastern Cape Provincial Arts and Culture Council,
3-33 Phillip Frame Road, Portion of Waverly Office Park
Chiselhurst
kuGompo

Bidders should ensure that bids are delivered and deposited into the Tender Box on time on or before 04 December 2026 @ 12h00pm. When sent by courier services, it must be deposited to the correct tender box and the Bid documents received anywhere else will not be accepted and thus treated as late submissions which will not be considered. Bids sent by courier services must be deposited in the tender box, if not, they will not be considered.

1.5. The evaluation of this bid will be done in four stages of evaluation as follows:

(1) Responsiveness Assessment,
(2) Functionality,
(3) Price & Specific Goals (80/20 principle)

1.6. NB: ECPACC is <u>NOT</u> obliged to accept the lowest price. ECPACC also reserves the right not to appoint a service provider in respect of this bid, where it deems necessary to do so.

2. THE FOLLOWING ESSENTIAL PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER……

POSTAL ADDRESS:……

……

STREET ADDRESS:……

……..

VAT REGISTRATION NO:……..…

NAME OF CONTACT PERSON:…….

TELEPHONE NUMBER: CODE …..... NUMBER……

CELLPHONE NUMBER:…….…….…….

FACSIMILE NUMBER…….…….

E-MAIL: ……

NAME OF PERSON AUTHORIZED TO SIGN THE BID DOCUMENTS:

……..……

TELEPHONE NUMBER: CODE …..NUMBER: ……

CELLPHONE NUMBER: ……

Email Adress: ……

2.1 DOCUMENTS TO BE FORWARDED WITH THIS BID

The documents, as indicated below, **must be attached to the final Bid Document.** These documents form part of the Mandatory stage of this bid. Documents requested for this stage are essential as non-compliance to the request to attach them will render your bid unacceptable and not fit for consideration.

2.2 QUALIFICATION/MANDATORY DOCUMENTATION:

- Prospective bidders are required to provide proof of registration with the Central Supplier Database
- Fully Completed and signed Standard Bidding Documents attached to the Bid (SBD 4, SBD 6.1, SBD 8 & SBD 9) FOUND ON THE WEBSITE **(PLEASE ATTACH TO THIS BID DOCUMENT)**
- Letter of Authority for Signatory/ Resolution
- Certified Copy of Business Registration documents (CIPC) and Certified ID Copies of directors
- A valid JV Agreement to be attached where applicable

CONTACT PERSON_____

SIGNATURE: _____

CAPACITY: _____

PLACE: _____

DATE: _____

3 ANY ENQUIRIES REGARDING THE BIDDING DOCUMENTATION AND PROCEDURE MAY BE DIRECTED TO:

Department:	Supply Chain Management
Contact Person:	Ms Bongeka Mhlaba (Supply Chain Officer)
Tel:	043 743 6187
Cell No.	079 736 7880
Email:	bmhlaba@ecpacc.co.za

4 DETAIL OF BIDDING ENTERPRISE

Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.
***(N/A** to be stated if not applicable).*

Requirement			Response		
Registered name of company/enterprise					
CIPRO Registration number					
VAT registration number					
NHBRC registration number					
Official telephone number			( )		
E-mail Address					
Physical Address					
				Code	
Official Postal Address					
				Code	
Director / Member (1)	Full Names and Surname				
	Position in company/ enterprise				
	ID No.			Income Tax No.	
Director / Member (2)	Full Names and Surname				
	Position in company/ enterprise				
	ID No.			Income Tax No.	
Director / Member (3)	Full Names and Surname				
	Position in company/ enterprise				
	ID No.			Income Tax No.	

5 SCOPE OF WORK

5.1 BACKGROUND TO THE ASSIGNMENT

The Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3 Public Entity of the Department of Sport, Recreation, Arts and Culture (DSRAC). Its aims are to promote, support, develop, protect and preserve the arts; enhance public appreciation and participation in the arts and ensure the development of a broad, inclusive and identifiably Eastern Cape culture.

The primary objective of this request for proposal is to invite suitably qualified and experienced service providers to submit proposals to ECPACC for the Internal Audit services for a period of 3 years (36 month).

5.2 DETAILED SCOPE OF WORK

The detailed scope of work covers the following:

Policies and procedures

a) Review policies and procedures for compliance with applicable laws and regulations.
b) Review adherence to sound corporate governance practices, including review of all charters
c) The internal audit will be required to attend and participate in the Council and relevant Committees meetings

Presentation of Information:

d) Review the accuracy and consistency of information presented.
e) Review quarterly and annual performance information to check if the entity achieves its goals.
f) Review quarterly financial information and the annual financial statements before submission for external audit.

Resource utilisation:

g) Ensure that the entity's resources are utilized appropriately and are well managed.

Audit Improvement plan:

h) Review the adequacy and effectiveness of remedial actions implemented to address audit findings raised.

Risk Improvement Plan

i) Review the risk management processes implemented for adequacy and appropriateness.

Internal control environment

j) Conduct and overall review of the internal control environment.

I**nformation and communication technology (ICT)**

k) Review the overall information and communication technology (ICT) environment.

6. PREQUALIFICATION/ MANDATORY DOCUMENTS (STAGE 1)

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents. This Phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified:

- Proof of registration with the Central Supplier Database
- Letter of Authority of Signatory / Resolution
- Fully Completed and signed Standard Bidding Documents attached to the bid (as they appear on the entity website)
- Certified copy of Business Registration Document (CIPC) and certified ID Copies of Directors
- A valid JV agreement to be attached where applicable

7. FUNCTIONALITY EVALUATION (STAGE 2)

The proposals will be evaluated as follows:

The service provider must have a proven track record in the provision of the internal audit services, and the following will be specifically considered:

a) Extensive and relevant **company experience** in the provision of the Internal Audit services. Reference letters must be attached for the purposes of verifying relevant experience.
b) Relevant **experience and qualifications of proposed project team**. Detailed CVs and certified proof of qualifications must be attached for all the proposed project team members.
c) The proposed **methodology** must also include a detailed project methodology.
d) Proof of registration with the **recognized and relevant professional body** for the company or individual team members.

NB: Adherence to the proposed project team will be strictly monitored. The service provider is therefore advised to adhere to the proposed project team as much as possible, unless in circumstances beyond the service provider's control e.g. resignations or any other staff termination reasons, of which proof will be required. Resources will only be replaced with staff possessing similar qualifications and experience or higher.

The proposals will be evaluated as follows:

Item no	Evaluation criteria	Points
1	Company **relevant** experience: I. 0 reference letters attached = **0 points;** II. 1 – 2 reference letters attached = **10 points;** III. 3 – 4 reference letters attached = **30 points;** IV. 5 or more reference letters attached = **40 points.** **NB: Reference letters must be signed by at least a Manager**	**40**
2	**Relevant experience and qualifications of the proposed project team**. (Please attach CVs and certified relevant proof of qualifications): I. Project Manager with at least 5 years relevant experience and relevant qualification= **15 points, else 0 points;** II. Proposed team members (minimum 2) all have a financial/audit qualification and at least 3 years relevant experience= **15 points, else 0 points**.	**30**
3	**Methodology:** I. Methodology **fully covers** all aspects as per the scope of work = **20 points;** II. Methodology **partially covers** the scope of work and/or = **10 points;** III. Methodology is **significantly insufficient** in all respects = **0 points.**	**20**
4	**Professional Registration** I. Proof of registration with the recognized and relevant professional body = **10 points, else 0**	**10**

	points.	
TOTAL		**100**

NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and Specific Goals).

8. PRICING AND SPECIFIC GOALS (STAGE 3)

This RFQ will be evaluated in terms of the 80/20 preferential point system where 80 is for price and 20 for specific goals; the following specific goals will be considered.

Specific Goal	**Points**
Women owned enterprises (51% female owned) **(SUBMIT CERTIFIED COMPANY REGISTRATION DOCUMENTS AND ID COPIES OF DIRECTORS)**	6
Persons with disabilities **(SUBMIT SUMMARY OF CSD)**	2
Promotion of Youth **(SUBMIT ID COPIES OF DIRECTORS)**	2
Enterprises located in the Eastern Cape Province **(SUBMIT PROOF OF MUNICIPAL CLEARANCE/LEASE AGREEMENT)**	10
TOTAL	**20**

9. CONFIRMATION OF BID PRICE IN WORDS

Total Bid Price including VAT (Excluding Escalations):

R_____

Amount in words:

……

……

……

NAME OF THE BIDDER:

…….

…….

SIGNATURE OF BIDDER:

……

DATE: ……

Offer to be valid for 90 days from the closing date of Bid

KINLDY COMPLETE AND ATTACH THE FOLLOWING SBD FORMS (FOUND ON THE WEBSITE)

SBD 4

SBD 6.1

SBD 8

SBD 9