



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

BID NUMBER: MISA/IAF/IA/003/2026/2027

APPOINTMENT OF A SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS

May 2026

Beneficiary	Municipal Infrastructure Support Agent
Contact Person	Ms Mandy Batyi: 012 848 5300 or mandy.baty@misa.gov.za
Postal Address	1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion 0046
Project Name	Appointment of a suitably qualified professional service provider for the provision of internal audit function for a period of 36 months
Reference No.	MISA/IAF/IA/003/2026/2027
Online Briefing Session Date & Time	Non-Compulsory , 03 June 2026, 10h00am Meeting ID: 346 669 144 073 30 Passcode: iy3A3DR2 <u>Link:</u> https://teams.microsoft.com/meet/34666914407330?p=F8uWqaPcBJBb7YmmkR
Closing Date and time	18 June 2026, 11h00am

1. INVITATION

The Municipal Infrastructure Support Agent (MISA) intends to appoint a suitably qualified professional service provider for the provision of internal audit function for a period of 36 months

2. DURATION

The bidder is required to provide this service over a period of three years (36) months. MISA may extend the duration at its discretion if necessary.

3. BACKGROUND

3.1 MISA emanates from the State of Local Government Report (2009) and the Local Government Turn-Around Strategy (LGTAS). As part of implementing the LGTAS, in May 2012 the government established MISA as a government component accountable to the Executive Authority of Cooperative Governance and Traditional Affairs (COGTA). MISA is a special purpose vehicle whose primary mandate is to coordinate and provide support to municipalities to facilitate sustainable municipal infrastructure provisioning and management.

3.2 The Public Finance Management Act (PFMA), No.1 of 1999, as amended requires the establishment of an effective internal audit under the control and direction of an Audit Committee (Section 38(1) (a)(ii). This function will be co-sourced to a independent reputable service provider.

4. PURPOSE

In terms of the PFMA, MISA should have an effective Internal Audit function which should also comply with the Global International Auditing Standards. The Internal Audit function should assist MISA 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 audit efforts.

Some of these objectives/ standards/ controls are subject to evaluation, are to review:

- Internal control processes.
- The information systems environment.
- The reliability and integrity of financial, operational and performance information.
- The effectiveness of operations.
- The safeguarding of assets.
- The economical and efficient use of resources.
- Achievement of established operational goals and objectives.
- Compliance with policies, laws, regulations and controls.
- Assisting the Audit Committee and management in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow ups.

5. EVALUATION CRITERIA

Bids are invited based on submission of proposal and will be evaluated in three stages, namely **Mandatory requirements, Functionality, Price and Specific goals.**

STAGE 1 –MANDATORY REQUIREMENTS

Bidders must adhere to the following for the bids to be considered to further:

1. **All four (4) resources: Manager, Senior Auditor/ Supervisor, Auditor and IT Auditor** must be members of the Professional bodies, e.g. Member of the Institute of Internal Auditors (IIA)SA or Information Systems Audit and Control Association (ISACA) or South African Institute of Chartered Accountants (SAICA) etc **(Attach proof).**
2. **The Contract Manager** must be CA and registered with South African Institute of Chartered Accountants **(Attach proof).**
3. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties.

Non-Mandatory requirements:

- The bidder must be registered on the Central Supplier Database (CSD) prior the award
- All bidder’s tax matters must be in order prior award. Bidders’ tax matters will be verified through CSD.
- In cases where key personnel have qualifications that were obtained outside South Africa, the bidder must submit a SAQA Verification Certificate indicating the relevant equivalent South African Qualification.

NB: The appointed bidder must get approval from MISA when changing the resources, the experience and qualifications of the replacement/s must be equivalent or more to the resource/s to be replaced.

STAGE 2 - FUNCTIONALITY EVALUATION

The following criteria and weights will be applied when bids are evaluated on functionality:

NB: Attach concise CVs and Qualifications of the five (5) Resources required.

NO.	CRITERIA	MAX POINTS
1.	<p>Company Experience</p> <p>Minimum of seven (7) years’ experience in consulting work is required in Internal Audit in the public sector (Attach reference letters). The reference letters must be signed, dated and be on the company letterhead with contactable reference, detailing the project description and completion date, in public sector.</p>	25

	<p>Less than 7 years = 0 points</p> <p>7 to 10 Years = 15 points</p> <p>10 years or above = 25 points</p>	
2.	<p>Contract Manager - Qualifications</p> <p>Relevant minimum NQF Level 8 qualification or higher in the field of Accounting/Auditing/Internal Auditing:</p> <p>Postgraduate Degree – NQF Level 8 = 10 points</p> <p>Master’s degree and above. – NQF Level 9 =15 points</p>	15
	<p>Contract Manager – Experience</p> <p>No. of years’ experience performing work in the Public Sector</p> <p>Below 5 years = 0 points</p> <p>5 to below 10 years = 6 points</p> <p>10 years and above = 10 points</p>	10
3.	<p>Manager – Qualifications</p> <p>Relevant minimum NQF Level 6 qualification or higher in the field of Accounting/Auditing/Internal Auditing</p> <p>National Diploma – NQF Level 6 = 3 Points</p> <p>Degree / B- Tech – NQF Level 7 = 4 points</p> <p>Postgraduate Degree – NQF Level 8 = 5 points</p>	5
	<p>Manager – Experience</p> <p>No. of years’ experience in Internal audit/ accounting performed in the Public Sector</p> <p>Below 3 years = 0 points</p> <p>3 to below 5 years = 3 points</p> <p>5 years and above = 5 points</p>	5
4.	<p>Senior Auditor/ Supervisor – Qualifications</p> <p>Relevant minimum NQF Level 6 qualification or higher in the field of Accounting /Auditing/Internal Audit:</p> <p>National Diploma – NQF Level 6 = 3 Points</p> <p>Degree / B- Tech – NQF Level 7 = 4 points</p> <p>Postgraduate Degree – NQF Level 8 = 5 points</p>	5

	<p>Senior Auditor/ Supervisor – Experience</p> <p>No. of years’ experience in Internal audit/ accounting performed in the Public Sector</p> <p>Below 3 years = 0 points</p> <p>3 to below 5 years = 3 points</p> <p>5 years and above = 5 points</p>	5
5.	<p>Auditor- Qualifications</p> <p>Relevant minimum NQF Level 6 qualification or higher in the field of Auditing/Accounting/Internal Audit:</p> <p>National Diploma – NQF Level 6 = 3 Points</p> <p>Degree / B- Tech – NQF Level 7 = 4 points</p> <p>Postgraduate Degree – NQF Level 8 = 5 points</p>	5
	<p>Auditor- Experience</p> <p>No. of years’ experience in Internal audit and risk management in the Public Sector:</p> <p>Below 3 years = 0 points</p> <p>3 to below 5 years = 3 points</p> <p>5 years and above = 5 points</p>	5
6.	<p>IT Auditor- Qualifications</p> <p>Relevant minimum NQF Level 6 qualification or higher in the field of Internal Audit/ Information system Audit:</p> <p>National Diploma – NQF Level 6 = 3 Points</p> <p>Degree / B- Tech – NQF Level 7 = 4 points</p> <p>Postgraduate Degree – NQF Level 8 = 5 points</p>	5
	<p>IT Auditor– Experience</p> <p>No. of years’ experience in Information System Audit in the Public Sector, in the Public Sector:</p> <p>Below 3 years = 0 points</p> <p>3 to below 5 years = 3 points</p> <p>5 years and above = 5 points</p>	5

7.	Methodology/Approach Paper:		10
	The scoring of the approach paper will be as detailed hereunder:		
	Evaluating Point	Assessment Criteria	
	Methodology to be adopted	Project knowledge, demonstration, and clear understanding of the project Objectives (3), and presentation of the organogram (2)	5
Project implementation schedule/Programme	Identified milestones project plan or timelines (3). Adequacy of understanding of project risks appropriateness of proposed mitigation measures. (2)	5	

Service providers need to score a minimum of **75 points** on functionality to go through to price and specific goals

STAGE 3 - PRICE AND SPECIFIC GOALS

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)	Evidence
Who are women (51% or more)	10		Full CSD report
Who are youths (18 to 35 years) (51% or more)	05		Full CSD report
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	05		Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report)
Total scored points	20		

6. SCOPE OF WORK FOR INTERNAL AUDIT SERVICES

The scope of Internal Audit function includes at least the under-mentioned. Should any other function be regarded as imperative by the bidder the functions shall be offered and clearly defined.

The Internal Audit function must, in consultation with the Audit and Management Committee prepare:

- Audit strategy based on its assessment of key areas of risk for the entity,

having regard to its current operations. The operations proposed in MISA's strategic plan and its risk management strategy.

- An annual Internal Audit Plan.
- Plans indicating the scope, cost and timelines of each audit in the annual internal audit where applicable.
- Audit progress report directed to the Audit Committee detailing its performance against the plan, to allow effective monitoring and intervention when necessary.
- Adhoc requests from Management and Audit Committee where necessary.

The Internal Audit function must co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimise duplication of effort.

The Internal Audit function must assist the Accounting Officer in maintaining effective controls by evaluation of those controls and by developing recommendations for enhancement or improvement.

The Internal Audit function must assist the Accounting Officer in achieving the objectives of the institution by evaluating and developing recommendations for the enhancement or improvement of the processes through which:

- Objectives and values are established and communicated.
- The accomplishment of objectives is monitored.
- Accountability is ensured.
- Corporate values are preserved.
- The adequacy and effectiveness of the system of internal control are reviewed and appraised.
- The relevance, reliability and integrity of management, financial and operating data and reports are appraised.
- Systems establishment to ensure compliance with policies, plans, procedures, statutory requirements and regulations, which could have a significant impact on operations are reviewed.
- The means of safeguarding assets are reviewed and as appropriate verifying the existence of such assets.
- The economy, efficiency and effectiveness with which resources are employed, are appraised.
- The results of operations or programmes are reviewed to ascertain whether results are consistent with MISA's established objectives and goals and whether the operations or programmes are being carried out as planned.

- The adequacy of established systems and procedures are assessed.

The audits that will be needed to be taken into account at the MISA are, among others:

- IT/Cyber security and systems processes audits.
- Conducting special assignments and investigations on behalf of the Audit Committee/Accounting Officer into any matter or activity affecting the probity, interest and operating efficiency of MISA.
- Audit designed to detect fraud.
- All statutory and risk-based audits.
- Financial audit.
- Performance Information audit.
- Evaluate the effectiveness of Risk Management.
- Corporate Governance systems including governance structures.
- Ad hoc requests from management.

7. Fraud and Irregularities

In planning and conducting its work, the internal auditor should seek to identify serious defects in the internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the Accounting Officer/ the Audit Committee without disclosing these to any other staff. This also applies to instances where serious fraud and irregularities is uncovered.

8. Performing audit assignments

Each assignment should at least consist of the following:

- Preliminary survey
- Notification letter
- Engagement letter
- Minutes of entrance meeting
- Risk assessment/ control adequacy assessment and the conclusion thereof
- System descriptions
- Audit programmes
- Sampling methods applied
- Mechanisms for follow up on matters previously reported and feedback to the Audit and Risk Management Committee
- Mechanism to ensure that working papers are reviewed at the appropriate level.
- Record of work performed
- Audit of work performed
- Audit findings and recommendations

- Reporting (draft internal audit report and final internal audit report)
- Follow up of previous audit findings

Compliance with MISA Internal Audit Methodology and provide possible improvements in order to ensure uniformity in the operations of all internal audit assignments.

9. Reporting Requirements

The structure of the report is to be as follows:

- Introduction
- Audit objective and scope
- Background
- Executive summary highlighting significant findings
- Findings, recommendations and management response (including action plans and implementation dates)
- All audits are to be carried out according to the Internal Audit Plan approved by the Audit Committee.
- Conclusion

The service provider is to deliver an electronic and the final report to the Chief Audit Executive (CAE) for signature who in turn will make the reports available to the Audit Committee, the relevant Auditee and the Accounting Officer. The final audit file (hard and electronic) quality checked comply with Global International Auditing standards must be made delivered to the CAE.

10. QUALITY ASSURANCE REVIEWS OF THE WORK

The service provider shall ensure that all work conforms to the Global International Auditing Standards. Such work may further be subject to an external quality assurance as may be considered necessary. The service provider must also conduct a high level readiness assessment of the Internal Audit Function for the preparation of an external quality assurance assessment or assist with the development of internal quality assessment. Develop and report regularly on the implementation of Quality Assurance Improvement plan to the Audit Committee via the CAE.

11. MONITORING PROGRESS OF ASSIGNMENTS

On completion of each assignment, the service provider shall distribute the reports to the Audit and Risk Committees, Accounting Officer (CEO) through CAE. On quarterly

basis a report to the Audit Committee on progress against the plan, significant findings and administrative matters will be presented. Weekly progress report should be made available to the CAE. Scheduled monthly progress meetings shall be held to monitor progress against the approved Internal Adit plan

12. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that their staff maintain objectivity by remaining independent of the activities they audit.

The service provider shall:

- Have no executive or managerial powers, functions or duties relating to Internal Audit Function.
- Not be involved in the day-to-day operation of the MISA.
- Not be responsible for the detailed development or implementation of new systems and procedures.

13. TECHNICAL PROPOSAL

Identification of tools and technologies developed and utilised by your company to increase the efficiency and effectiveness of the Internal Audit function.

Experience for this purpose is defined as time spent as an Internal Auditor before and after joining your company. The above resources should also subscribe to the Global International Auditing Standards and be members of the Institute of Internal Auditors.

Description of your specific capabilities and expertise in conducting risk based internal audits including information technology systems as well as for other services, including specialised expertise in cyber security reviews, implementation and evaluation of projects, systems, and network security reviews.

Description of the ways in which your company will bring innovation thought leadership, best practise to MISA internal audit function. Describe tools and techniques which the firm will ensure easy access to such information and any other capabilities that will enhance the performance of the internal audit function and ensure continuous improvement that will add value to the organisation.

14. DURATION OF CONTRACT

The duration of the contract is anticipated to run for a period of three years.

15. CONFIDENTIALITY

Due to the sensitive information that is usually handled in the Finance and SCM unit, the service provider will sign a confidentiality and non-disclosure agreement.

16. SELECTION OF SERVICE PROVIDER

The selection of the service provider is solely at the discretion of MISA and will be based mainly on the following consideration points amongst others:

- Demonstration of relevant technical experience and competence in the fields of government entities.
- Ability to skills transfer to MISA employees.

The incumbent service provider must deploy personnel who are members of the Professional bodies, e.g. Member of the Institute of Internal Auditors (IIA)SA, Information Systems Audit and Control Association (ISACA). South African Institute of Chartered Accountants (SAICA) etc.

17. FINANCIAL PROPOSAL

Complete the pricing schedule in SBD 3.3.

The pricing schedule must include all costs involved including but not limited to, costs for specialists, logistical costs and the bidder must indicate discount price, and any special conditions attached to the discount and price offer where applicable.

18 MISA'S RIGHTS

MISA reserves the right to cancel this bid in whole or in part, at its sole discretion, at any time before the Agreement is fully executed.

This Bid does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this Bid, or to procure or contract for services.

MISA reserves the right to conduct vetting and verify the validity of all certificates submitted by bidders.

MISA will reject any proposal as non-responsive that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification during the evaluation process from any or all bidders regarding their proposals

MISA reserves the right to request the company's latest audited financial statement to ascertain financial stability of the bidder prior to the award of the bid.

19 REPORTING

The appointed bidder will report to the appointed Project Manager of MISA. The detailed reporting requirements will be provided to the successful bidder during the contract negotiation and project inception.

The bidder must submit a written report to the MISA Project Manager on specific problems, recommendations, improvement methods, work programmes, personnel turnover, tenants' complaints, remedial actions taken and all other matters relating to provision of security services.

20 PRICING SCHEDULE

Your proposed fees and billing arrangement must indicate whether actual or average rates would be used as per AG/SAICA rates.

Appropriate detail of both your proposed hourly and project fees must be provided i.e. human resources cost per category vs other expenses where applicable.

Detailed Project breakdown list is attached as **Annexure A (As an example not binding)** to enable the costing of the audits.

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work.

Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as required in the table below. An indication must be made whether quoting and invoicing is based on actual or average rates. If a particular category does not exist in the firm, it can be omitted.

Refer to SBD 3.3. for the completion of **Pricing Schedule and emphasise on TOTAL BID PRICE, INCLUSIVE VAT AND OTHER COSTS, FOR A PERIOD OF THREE(3) YEARS.**

It is recognised that it is difficult for a prospective bidder to be firm about the extent of work solely on the terms of reference. However, to assist with assessments a firm must provide a typical distribution of time for members of the audit team on a job of this nature. This is to be expressed in percentages of the total person-hours billed on a typical job (see table below).

21 PAYMENTS

MISA does not pay any amount in advance. Only original signed invoices must be submitted for payments. The bidder will be paid within 30 days after receipt of valid invoice, when the services have been fully rendered to the satisfaction of MISA, and this is done by means of electronic transfer directly into the bidder's bank account.

22 BRIEFING SESSION (NON-COMPULSORY)

Bidders are invited to attend a Virtual non-compulsory briefing session that will be held online. Briefing session link shall be made available on the Briefing session date and time. The online briefing session will be held on the **03 June 2026 @10H00**

23 SUBMISSION OF PROPOSALS

The Tender Documents will be made available on www.misa.gov.za and will be uploaded on the e-Tender Portal. The Tender Documents are not for sale and will also not be emailed to bidders. The Tender Documents must also include a soft copy (Memory Stick - all in PDF Format) of the proposal, and to reach MISA offices before **11:00 on the 18 June 2026** and must be enclosed in a sealed envelope clearly inscribed on the outside:

BID REFERENCE NUMBER: MISA/IAF/IA/003/2026/2027

CLOSING DATE AND TIME: 18 June 2026 @ 11h00

Tender documents are to be submitted to MISA Reception and deposited in the tender box at MISA Offices, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion, 0046.

No late submissions will be considered under any circumstances.

24 PERIOD FOR ACCEPTANCE OF PROPOSALS

To allow for adequate evaluation, MISA requires a response to this bid to be valid and irrevocable for 90 days after closing date and time.

25 COMMUNICATION WITH MISA OFFICIALS

Bidders and their representatives may not communicate with MISA officials except in writing. Bidders and their representatives must communicate in the manner set forth in this Bid. There shall be no communication with MISA officials except as may be reasonably necessary to carry out the procedures specified in this Bid. Nothing herein prohibits bidders and their representatives from making oral statements or presentations in public to one or more MISA officials during a public meeting.

26 CONFIDENTIALITY

All responses to this Bid become property of MISA and submissions after closing of bid may be subject to public inspection and disclosure in accordance with the MISA SCM Policy and provisions of applicable legislation.

27 QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Bidders must carefully examine the bid documents and in the event of doubt of anything contained in the documents. All enquiries should be made at the briefing session and can also be made in writing five (5) working days before the closing date of the Bid. For queries, please contact the following person:

Ms.Mandy Batyi
E-mail: mandy.batyi@misa.gov.za

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	MISA/IAF/IA/003/2026/2027	CLOSING DATE:	18 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tender documents are to be submitted to MISA Reception and deposited in the tender box at MISA Offices, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion, 0046.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Mandy Batyi		CONTACT PERSON	Tlhoriso Thobileng	
TELEPHONE NUMBER	012 848 5300		TELEPHONE NUMBER	(012) 848 5300	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@misa.gov.za		E-MAIL ADDRESS	tenders@misa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE

NAME OF BIDDER:	BID NO.: MISA IAF/IA/003/2026/2027
CLOSING TIME 11:00	CLOSING DATE: 18 June 2026

OFFER TO BE VALID FOR ...90 DAYS FROM THE CLOSING DATE OF BID.

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

ITEM	HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 1		HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 2		HOURLY RATES (Incl. all overheads) (Excl. VAT) Year 3	
	Rate	No. of Hrs	Rate	No. of Hrs	Rate	No. of Hrs
Contract Manager	R		R		R	
Manager	R		R		R	
Audit Supervisor /Senior Auditor	R		R		R	
Auditor	R		R		R	
IT Auditor	R		R		R	
Total price per year						

BID PRICE FOR A PERIOD OF THREE (3) YEARS:

Bid Price (Excl. of VAT)	R.....
VAT	R.....
Total Bid Price (Incl. of VAT) period of 3 years	R.....

SIGNATURE OF BIDDER:

SERVICE PROVIDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the Service Provider to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Service Provider’s declaration.

2.1 Is the Service Provider, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2

Do you, or any person connected with the Service Provider, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....

2.3 Does the Service Provider or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The Service Provider has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the Service Provider, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the Service Provider with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the Service Provider was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of Service Provider

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
Who are women (51% or more)	10	
Who are youth (51% or more owned)	05	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	05	
Total scored points	20	

the specific goals may include—

- a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
- b) Implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

Means of Verification (Specific Goals)

Procurement Requirement	Required Proof Documents
Women	Full CSD Report
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid certificate/ affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

Failure on the part of a tenderer to submit proof of documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Annexure A (An example)

NO	SECTION AUDITED	REVIEW TYPE	NO OF HOURS REQUIRED	2021/22	2022/23	2023/24
1.	Finance and Supply Chain Management	Review of Financial Statements (Interim and Final) AGSA Management letter	200	✓	✓	✓
2.	Human Resource Management	Review of Human resource Management and payroll Management	160	✓	✓	✓
3.	Financial Management and SCM	Accounts payable including payments made to suppliers within 30 days	140	✓	✓	✓
4.	Asset and Facilities Management	Review of Asset Management	160	✓	✓	✓
5.	Financial Management and SCM	Review of SCM processes including verification of irregular expenditure (Bi -annually)	200	✓	✓	✓
6.	Information and Communication Technology	Review of Cyber/ Security system	175	✓	✓	✓
7.	Information and Communication Technology	IT governance review	240	✓	✓	✓
8.	Technical Skills	Review of Municipal capacity building Skills processes	120	✓	✓	✓
9.	Financial Management and SCM	Verification of Post Audit Action Plan (PAAP) (Quarterly)	320	✓	✓	✓

10	Technical Support Services	Review of business processes to enhance Infrastructure processes in municipalities	140	✓	✓	✓
11	Financial Management and SCM	Review Financial Statements	160	✓	✓	✓
12.	ALL	Review of Governance including governance structures	160	✓	✓	✓
13.	Financial Management and SCM	Review of accounts payable	160	✓	✓	✓