NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES INVITES ALL INTERESTED PARTIES TO RESPOND TO A REQUEST FOR THE INTERNAL AUDIT SERVICESFOR A PERIOD OF 36 MONTHS (3 YEARS)

Publication Date: 13 November 2026

Non-Compulsory Briefing Session: YES

Date: 19 November 2026

Time: 11H00

Venue: Virtual briefing session - link to be published by NIHSS SCM
https://us02web.zoom.us/meeting/register/YWz1bstdSBab89n0_Ee8xw

Meeting link: To be published on the NIHSS website / eTender notice

The address for collection of Tender documents :

Download from e-tender or NIHSS website

BID VALIDITY

The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing of the tender, during which time it will maintain without changing their proposed rates and prices.

Bidders to submit both electronically copy (USB) and hard copy. Bidders must ensure that both copies are the same. NIHSS will utilized any of the submitted copies during evaluation hence bidder must ensure that both copies are the same. Service providers are requested to ONLY submit document requested please DONT add documents that are not requested.

Queries relating to this bid may be addressed to Tenders@nihss.ac.za. The closing date is 07 December 2026 and the closing time for receipt of bids is 11H00. Telegraphic, telephonic, telex, facsimile and late bid submissions will not be accepted.

NIHSS TENDER

NIHSS FORMS AUTHORITY BID FORMS

SECTIONS AND ANNEXURES	STANDARD BIDDING DOCUMENT
SECTION A	SBD 1 **-** INVITATION TO BID
SECTION B	TERMS AND CONDITIONS FOR BIDDING
SECTION C	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID
SECTION D	PRICING SCHEDULE
SECTION E **ANNEXURE A**	SBD 4 - BIDDER'S DISCLOSURE
SECTION F **ANNEXURE B**	SBD6.1 - PREFERENCE POINTS CLAIM FORM
SECTION G	CONDITIONS OF BID
ANNEXURE C	GENERAL CONDITIONS OF CONTRACT (GCC)
ANNEXURE D	SPECIAL CONDITIONS OF CONTRACT (SCC)
ANNEXURE E	SPECIFICATIONS

SECTION A

SBD 1 - INVITATION TO BID

<table>
<tr><td colspan="6">YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES (NIHSS)</td></tr>
<tr><td>BID NUMBER:</td><td>NIHSS/IA-02/2026</td><td>CLOSING DATE:</td><td>07 DECEMBER 2026</td><td>CLOSING TIME:</td><td>11H00</td></tr>
<tr><td>DESCRIPTION</td><td colspan="5">NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES INVITES ALL INTERESTED PARTIES TO RESPOND TO A REQUEST FOR THE INTERNAL AUDIT SERVICESFOR A PERIOD OF 36 MONTHS (3 YEARS)</td></tr>
<tr><td colspan="6">BID DOCUMENTS ARE TO BE DEPOSITED IN THE TENDER BOX AT: THE
NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES (NIHSS)
2ND FLOOR
24 ST ANDREWS ROAD
PARKTOWN
JOHANNESBURG
2193</td></tr>
<tr><td colspan="3">BIDDING ENQUIRERIES MAY BE DIRECTED TO:</td><td colspan="3">TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</td></tr>
<tr><td>CONTACT PERSON</td><td colspan="2">Ms. Gosego Tladi</td><td>CONTACT PERSON</td><td colspan="2">Ms. Gosego Tladi</td></tr>
</table>

TELEPHONE NUMBER	0114802342		**TELEPHONE NUMBER**	0114802342	
E-MAIL ADDRESS	Tenders@nihss.ac.za		**E-MAIL ADDRESS**	Tenders@nihss.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE UMBER	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	MAAA

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

				No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
Documentary proof relevant to the specific goals claimed in SBD 6.1 must be submitted to qualify for those specific-goal points.					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? YES/NO (TICK) ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** YES/NO (TICK)					
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES ☐ NO ☐

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES ☐ NO ☐

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES ☐ 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.

SECTION B

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, 2022, 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**
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 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: ……

SECTION C

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.

2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.

3. The Respondent is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

4. Bids submitted must be complete in all respects.

5. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.

7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.

8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.

9. A specific box or email address is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.

10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.

11. No bid submitted by telefax, telegraphic or other means will be considered.

12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.

13. Any alteration made by the bidder must be initialled with an ink pen.

14. Use of correcting fluid is prohibited, bidder may be disqualified.

15. Bids will be opened in public as soon as practicable after the closing time of bid.

16. Where practical, prices are made public at the time of opening bids.

17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

18. An incomplete form may result in disqualification only where the omitted information is expressly identified as mandatory and material; otherwise, the consequence stated for that requirement will apply.

Rights to Award

- National Institute For The Humanities And Social Sciences (NIHSS)reserves the right to call for presentations from shortlisted suppliers or ***Reserves the Right to accept bids in Whole or In Part."***
- Not to make any award in this bid or accept any proposals submitted,
- Award the project to more than one (1) Respondent for the same activity

- Request further technical/functional information from any Respondent after the closing date,
- Verify information and documentation of the Respondent(s),
- Not to accept any of the bid document submitted,
- To withdraw or amend any bid condition before the closing date by written notice issued to all prospective bidders through the same channels used for the tender. No post-closing amendment may alter the published evaluation criteria or confer an unfair advantage on any bidder.
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

Price Negotiation.

Where permitted by the NIHSS SCM Policy and applicable procurement requirements, NIHSS may conduct lawful clarification or negotiation with qualifying bidder(s), provided that the process is documented, applied fairly and does not alter the published evaluation criteria or create an unfair advantage. Any post-award negotiation may only relate to finalisation of contractual terms that are consistent with the tender and award decision.

NIHSS supports the spirit of economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the

Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the NIHSS does not support any form of fronting.

THE EVALUATION WILL BE EVALUATED AS FOLLOWS:

Administrative Compliance

In order to ensure that all tender submissions meet the required standard.

Mandatory Response Requirements

In order to ensure compliance with all legislation; business continuity; an operating environment that is conducive to the NIHSS operations as well as financial security, mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.

Functionality/ Technical Response Requirements

Due Diligence Site Visit Evaluation will be conducted (Supporting documents must be not be submitted with the bid, it will be request during the site visit. The bidder must meet the minimum threshold of 70 points in order to be evaluated further for price and specific goals evaluation.

Price and Specific goals evaluation

PREFERENTIAL PROCUREMENT EVALUATION BASED ON THE 80/20 PRINCIPLE

The 80/20 preference point system will be utilised to evaluate this bid. A maximum of eighty (80) points will be allocated for price, as provided for in SBD 6.1, and a maximum of twenty (20) points will be allocated for the specific goals stated in this tender.

Responsive bids that qualify for price and specific-goals evaluation will be evaluated on the 80/20 preference point system in accordance with the Preferential Procurement Regulations, 2022: (a) Price - maximum 80 points; and (b) Specific goals - maximum 20 points.

b) Specific Goals (maximum 20 points)

1. Preference points for this tender will be awarded for price and the specific goals stated in SBD 6.1. No points will be awarded merely by reference to a B-BBEE status level unless the documentary proof is relevant to a stated specific goal.

SECTION D

PRICING SCHEDULE

(Goods & Services)

NAME OF BIDDER: …… BID NO: NIHSS/IA-02/2026

CLOSING TIME: 11H00 CLOSING DATE:07 December 2026

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

EVALUATED PRICE / TOTAL COST OF OCCUPANCY: For price comparison, NIHSS will use the total evaluated cost of the internal audit services. The evaluated amount must include all compulsory costs payable by NIHSS. Costs must not be double-counted. The bidder must disclose all assumptions, exclusions and escalation rates in the pricing schedule.

Price component	Total COSTS IN RANDS FOR THE ENTIRE THREE (3)YEAR CONTRACT			
	2027	2028	2029	Total Cost
TOTAL BID PRICE VAT EXCLUSIVE				
VAT AT 15%				

GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				

Amount in words _____

_____

_____

_____

_____

The total cost amount must cover all costs associated with the service

I (full name)_____, in my capacity as _____, the duly authorized representative of _____(business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.		
Signature of the duly authorised representative		Date: _____

- Required by: ……

- At: ……

Country of origin ……

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) ……

- Period required for delivery ……

*Delivery: Firm/not firm

- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “All applicable taxes” includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.

*Delete if not applicable

- Required by: …….
- At: …….
- Country of origin …….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) …….

  Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “All applicable taxes” includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.

SECTION E

Every question must be answered individually on this form, whether a relationship is present or

not: Failure to do so will invalidate your tender/bid

ANNEXURE A

SBD 4

BIDDER'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 bidder 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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**

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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	
NO	

2.2.1 If so, furnish particulars:

……

……

_____

2.3 Does the bidder 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: : (please declare all companies under the directors names on CSD, declare using MAAA numbers as listed on CSD)

……

……

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 bidder 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 consortium[2] 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

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.

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 bidder, 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 bidder 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 bidder 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 A (NPA) for criminal investigation 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 bidder

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SECTION F SBD 6.1

ANNEXURE B

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

NIHSS TENDER-SPECIFIC APPLICATION: The 80/20 preference point system applies to Tender NIHSS/IA-02/2026. All evaluation of price and specific goals must be undertaken on this basis.

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

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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

-

1.2 **To be completed by the organ of state**

a) The applicable preference point system will be determined in accordance with paragraph 1.2 below.

b) The applicable preference point system for this tender is the 80/20 preference point system. NIHSS has estimated the total value of the 60-month contract, inclusive of all applicable taxes, to be below R50 000 000. A maximum of 80 points will therefore be allocated for price and a maximum of 20 points for the specific goals stated in this tender.

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	**100**

GOALS	

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 PREFERENCE POINT SYSTEM - APPLICABLE TO THIS TENDER

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

For this tender, a maximum of 80 points is allocated for price. The price score will be calculated using the 80/20 price formula prescribed in the Preferential Procurement Regulations, 2022.

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

This is a procurement of internal audit service by NIHSS and not an income-generating contract.

80/20

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. NOT APPLICABLE TO THIS TENDER. NIHSS has determined that the 80/20 preference point system applies to Tender **NIHSS/IA-02/2026.**

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

B-BBEE Status Level	Preference Points Allocated (80/20 System)	Points Claimed by Tenderer
Level 1	20 Points	
Level 2	18 Points	
Level 3	14 Points	
Level 4	12 Points	
Level 5	8 Points	
Level 6	6 Points	
Level 7	4 Points	
Level 8	2 Points	
Non-Compliant Contributor	0 Points	

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

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: …… ……

……

SECTION G

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the National Institute For the Humanities and Social Sciences on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:

(a) the offer herein shall remain binding upon me and open for acceptance by the Entity during the validity period indicated and calculated from the closing time of the bid;

(b) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Entity may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Entity. I/we will then pay to the Entity any additional expenses incurred by the Entity having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Entity shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Entity may sustain by reason of my default;

(c) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;

(d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

.....

.....

(e) Bidders are required to submit a company profile that describes the nature of the organisation and its normal business activities with details of track record and experience relating to the leasing and/or development of commercial property.

(f) Bidders must submit a report, signed off by a professional architect, indicating the grading of the building.

(g) This information will be used in the evaluation and adjudication of the bid and the NIHSS will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bid responses will be evaluated as submitted.

(h) The NIHSS does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder's proposal may be disqualified.

(i) Valid tax clearance certificate / CSD report/ SARS pin must be submitted.

(j) Contactable references for services of a similar nature must be submitted.

(k) The National Institute for the Humanities and Social Sciences (NIHSS) reserves the right not to award the bid to the highest ranked bidder.

(l) The rates must be in line with the current South African Property Owners Association (SAPOA) rates.

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.

5. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

(1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Entity, if requested to do so.

(2) If the information supplied is found to be incorrect and/or false then the Entity, in addition to any remedies it may have, may:-

(a) Recover from the contractor all costs, losses or damages incurred or sustained by the Entity as a result of the award of the contract, and/or

(b) Cancel the contract and claim any damages which the Entity may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS ..... **DAY OF** ..... **20** ..... **AT** .....

....

SIGNATURE OF BIDDER OR DULY NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE

ON BEHALF OF (BIDDER'S NAME) .....

CAPACITY OF SIGNATORY .....

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE) ……

……

POSTAL ADDRESS ……

……

TELEPHONE NUMBER: ……

FAX NUMBER: ……

CELLULAR PHONE NUMBER: ……

E-MAIL ADDRESS: ……

ANNEXURE C: GENERAL CONDITIONS OF CONTRACT

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Entity or an organization acting on behalf of the Entity.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and

exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, startup, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except

with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national entity, Provincial entity, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be

dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other

such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Entity must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Entity of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

ANNEXURE D

SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1Three (3) years/ Thirty Sixty (36) Months.

2. EVALUATION CRITERIA

There are four (4) main stages in the selection process, namely, ensuring that bid comply with administrative requirements, mandatory requirements, technical and preference points / specific goals.

Step 1 - Administrative Compliance

For administrative compliance, bidders must refer to annexure E of the standard specifications.

Step 2 - Mandatory requirements

For mandatory requirements, bidders must refer to annexure E of the standard specifications.

Step 3 – Functional or Technical Evaluation

For technical evaluation, bidders must refer to annexure E of the standard specifications. Bidders must score minimum of 70 points in order to pass to the next stage.

Step 4 – Price and Specific Goals Point Evaluation

Price and specific goals will be evaluated using the 80/20 preference point system: 80 points for price and 20 points for the specific goals stated in this tender.

3 ENQUIRIES

All enquiries regarding technical matters, should be directed to: Tenders@nihss.ac.za

ANNEXURE E

STANDARD SPECIFICATIONS / TERMS OF REFERENCE

BID SPECIFICATIONS- NIHSS/IA-02/2026

OUTSOURCED INTERNAL AUDIT SERVICES

FOR THE NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES

Contract period: Three (3) years, subject to annual performance review and budget availability

1. PURPOSE AND BACKGROUND

The National Institute for the Humanities and Social Sciences (NIHSS) was established on 05 December 2013, under the auspices of the Higher Education and Training Ministry. The role of the NIHSS is to enhance and support the Humanities and Social Sciences (HSS) in South Africa and beyond. The mission of the NIHSS is to redress existing deficits and to coordinate projects, programmes and collaborations and activities in the HSS disciplines within and through existing and future public universities

The National Institute for the Humanities and Social Sciences (NIHSS) seeks to appoint a suitably qualified, independent and experienced service provider to provide outsourced internal audit services for a period of three (3) years, subject to satisfactory annual performance reviews, continued business need and budget availability.

The appointed service provider will support the NIHSS Audit and Risk Committee (ARC) and Management by providing independent and objective assurance and advisory services designed to add value and improve the Institute's operations through a systematic and disciplined approach to evaluating and improving governance, risk management and internal control processes.

2. GOVERNANCE AND PROFESSIONAL FRAMEWORK

The service provider must perform the engagement in accordance with the legislative, governance and professional framework applicable to NIHSS, including, where relevant:

- legislation and regulatory requirements specifically applicable to NIHSS and to the subject matter of each internal audit engagement;
- NIHSS founding and governance instruments, together with Board-approved governance frameworks and delegations of authority;
- Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022;
- NIHSS approved policies, delegations, charters, strategies, plans and procedures;
- Global Internal Audit Standards and applicable guidance issued by the Institute of Internal Auditors;
- the applicable King Code on Corporate Governance for South Africa;
- Protection of Personal Information Act, 2013 (POPIA), Promotion of Access to Information Act, 2000 (PAIA), and other applicable legislation; and
- relevant AGSA and DPME requirements, frameworks and guidance applicable to the audit and reporting of performance information, together with other public-sector governance guidance applicable to NIHSS.

3. SCOPE OF WORK

The service provider shall provide a comprehensive risk-based internal audit service. They shall provide an Internal Audit Charter, 3 year rolling plan and an annual work programme which, will be approved by the ARC and may be adjusted to respond to changes in the NIHSS risk profile, regulatory environment and strategic priorities, provided that any material change with financial implications is approved in accordance with NIHSS delegations and contract-management requirements.

3.1 Risk-Based Internal Audit

- Governance reviews
- Financial management reviews
- Supply Chain Management audits
- Human Resources audits
- Asset Management audits
- Information and Communication Technology audits

- Contract and project management audits
- Risk Management reviews
- Fraud prevention and ethics reviews
- Follow-up audits
- Desktop review of Unaudited Annual Financial Statements.

3.2 Compliance Audits

Review compliance with legislation, regulations, governance instruments and internal prescripts applicable to NIHSS and to the subject matter of each engagement, including applicable procurement prescripts, labour and employment legislation, POPIA, PAIA, the applicable corporate-governance framework, and NIHSS Board-approved policies, delegations, charters and procedures.

3.3 Audit of Performance Information

- Review of the Annual Performance Plan (APP) and Technical Indicator Descriptions (TIDs);
- Quarterly performance information reviews;
- Testing of usefulness and reliability of reported performance information;
- Verification of source evidence, calculations, reported achievements and controls;
- Readiness reviews supporting management and ARC oversight ahead of external audit.

3.4 Information Technology Audit

- IT General Controls (ITGC);
- User access and privileged-access management;
- Cybersecurity and network-security reviews;
- Application controls;
- Backup, disaster recovery and business continuity controls;
- Data analytics and computer-assisted audit techniques (CAATs);
- ICT governance and policy compliance;
- Vulnerability-management governance and control reviews.

3.5 Risk Management and Combined Assurance

- Independent review of enterprise risk management processes and risk registers;
- Risk maturity assessments;
- Assurance mapping and identification of assurance gaps;
- Combined assurance framework development/review and reporting;
- Assessment of the effectiveness of risk mitigation and monitoring arrangements.

3.6 Advisory and Special Assignments

- Governance advisory services;
- ARC support;
- Special investigations when formally authorised;
- Control-improvement reviews;
- Other advisory assignments directly related to governance, risk and control and approved within the contract scope.

Note: Independence safeguard: Advisory work must not result in the internal audit service provider assuming management responsibility. Any actual or potential impairment to independence or objectivity by both the service provider and management must be disclosed promptly to the ARC, and the ARC must approve appropriate safeguards before the work proceeds.

4. DELIVERABLES AND MINIMUM SERVICE STANDARDS

Deliverable	Minimum requirement / acceptance standard
Three-Year Strategic Internal Audit Plan	Risk-based plan aligned to NIHSS strategy, risk register, governance requirements, prior audit results and the approved Internal Audit Charter. To be submitted for ARC approval after completion of the initial risk assessment.

Deliverable	Minimum requirement / acceptance standard
Annual Internal Audit Plan	Annual plan with audit universe, engagement objectives, scope, timing, resource allocation, estimated hours and reporting dates.
Engagement Letter / Terms of Reference	Issued before each assignment and approved by the designated NIHSS official; must state objective, scope, criteria, deliverables, team and timetable.
Audit Programme and Working Papers	Complete, reviewable audit programme and working papers evidencing planning, testing, supervision, conclusions and quality review.
Draft Internal Audit Report	Clear findings supported by criteria, condition, cause, consequence/risk, management response, responsible official and agreed implementation date.
Final Internal Audit Report	Finalised after management engagement, with unresolved disagreements escalated in accordance with the reporting protocol.
Quarterly ARC Report	Progress against plan, results, high-risk findings, overdue actions, emerging risks, independence matters, resource utilisation and changes to plan.
Annual Internal Audit Report	Overall assessment of governance, risk management and internal controls, plan completion, key themes, outstanding actions and quality matters.
Follow-Up Reports	Independent verification of implementation status of agreed management actions, supported by evidence for both internal and external audit findings.
Risk Assessment Report	Documented risk assessment supporting the strategic and annual internal audit plans.

Deliverable	Minimum requirement / acceptance standard
Combined Assurance Framework / Report	Assurance-provider mapping, identified gaps/duplication, recommended coordination and periodic update.
Skills Transfer Report	Evidence of knowledge-transfer activities, attendees, topics, outputs and measurable learning/capability outcomes.

Unless otherwise agreed in writing for a specific engagement, the service provider must submit draft reports within ten (10) working days after completion of fieldwork and final reports within five (5) working days after receipt of complete management responses. Urgent or special assignments may be subject to shorter timelines agreed in the engagement letter.

5. PROPOSAL AND RETURNABLE REQUIREMENTS

5.1 Bidders must submit a coherent proposal that allows NIHSS to evaluate capability on the published criteria. The proposal must contain, at minimum:

- Company profile, registration details, organisational structure, physical office locations, number of employees and years in operation;
- Professional registrations, memberships and relevant accreditation or quality-assurance status;
- Proposed team structure, role allocation, availability, CVs, qualifications and professional certifications;
- Quality-control framework and evidence of external quality assessment where available;
- Skills-transfer plan with measurable outputs;
- A fixed, all-inclusive three-year pricing proposal in the format prescribed in section 10, together with the required rate schedule;
- Disclosure of subcontractors, consortium/joint-venture members or specialist associates and the work to be performed by each;
- Proof of professional indemnity insurance or a binding undertaking to obtain and maintain appropriate cover before contract signature; and
- Completed tender returnables and declarations forming part of the complete NIHSS tender pack.
- A schedule of comparable completed assignments (sub-contracted assignments will not be considered), supported by a minimum of 3 reference letters. A detailed assignment-specific internal audit methodology addressing the elements in section 6;

Evidence for Comparable Assignments

Bidders must submit evidence demonstrating a minimum of ten (10) years' experience in providing internal audit services. Such evidence must include signed and dated client reference letters indicating the commencement and completion dates (or duration) of the engagement, as well as the nature and scope of the internal audit services provided. NIHSS reserves the right to verify all submitted references and supporting documentation.

The same assignment may support more than one experience category where the evidence clearly demonstrates that the relevant workstream formed part of the assignment. The same assignment may not be counted more than once within the same sub-criterion.

6. REQUIRED METHODOLOGY

The methodology must be specific to the NIHSS assignment and address each element below. Functionality points are awarded only for elements that are expressly addressed in the submitted proposal and supported by a clear process, tool, template, example or implementation description where applicable.

6.1 Internal Audit Methodology

- Understanding of the NIHSS environment and audit universe
- Risk assessment and annual planning
- Engagement planning, scope and risk identification
- Sampling, testing and evidence evaluation
- Data analytics / CAATs and fraud considerations
- Root-cause analysis and formulation of findings
- Reporting, rating and escalation methodology
- Quality review and engagement supervision
- Follow-up and validation of corrective actions
- ARC reporting and communication

6.2 Compliance Audit Methodology

- Legislative/regulatory universe identification
- Compliance obligations mapping
- Compliance testing methodology
- Compliance maturity assessment
- Reporting and monitoring of corrective action

6.3 Information Technology Audit Methodology

- IT General Controls
- Cybersecurity
- Network security
- Application controls
- User/privileged access
- Vulnerability-management controls
- Business continuity and disaster recovery
- Data analytics / CAATs

6.4 Performance Information Audit Methodology

- Understanding of applicable AGSA and DPME requirements, frameworks and guidance relating to performance information
- APP review
- TID review
- Usefulness testing
- Reliability testing
- Verification/source-evidence procedures
- Quarterly performance-reporting review

6.5 Combined Assurance and Risk Methodology

- Identification of assurance providers
- Assurance mapping
- Identification of assurance gaps and duplication
- Coordination/alignment of assurance activities
- Combined assurance reporting and periodic updating

6.6 Quality Assurance Methodology

- Engagement supervision
- Working-paper review
- Report review
- Internal quality monitoring
- External quality assessment arrangements

6.7 Skills Transfer Methodology

- On-the-job knowledge transfer
- Mentoring/coaching
- Knowledge-sharing sessions
- Technical workshops/training
- Measurable skills-transfer reporting

7. MINIMUM MANDATORY TECHNICAL REQUIREMENTS

Only bidders that satisfy every requirement in this section will proceed to functionality evaluation. Mandatory requirements are assessed on a Yes/No basis against the evidence stated below. No functionality score will be used to cure non-compliance with a mandatory requirement. Failure to submit any of the documents below will result in a disqualification.

No.	Mandatory requirement	Minimum evidence	Result
7.1	Bid received by closing date and time	Mandatory at closing. Late bids will not be considered.	Yes / No
7.2	Written technical proposal	Mandatory at closing. Absence is non-responsive.	Yes / No
7.3	Completed pricing schedule / financial offer	Mandatory at closing. Absence of a price capable of evaluation is non-responsive.	Yes / No
7.4	Bidder is a registered legal entity and is registered on the Central Supplier Database (CSD).	Company registration details and current CSD supplier report.	Yes / No
7.5	Bidder has at least ten (10) completed years of organisational experience providing internal audit services.	Company profile plus a minimum of 3 signed and dated reference letters, which indicate the period of the engagement and the nature of the internal audit services provided.	Yes / No
7.6	Bidder or the proposed internal-audit leadership has recognised professional affiliation/membership relevant to internal audit practice.	Current IIA SA membership/affiliation or equivalent professional membership evidence for the firm or Engagement Director.	Yes / No
7.7	Professional indemnity insurance is in place, or the bidder undertakes in writing to obtain	Valid insurance certificate/schedule or signed undertaking.	Yes / No

No.	Mandatory requirement	Minimum evidence	Result
	and maintain appropriate cover before contract signature.		
7.8	Engagement Director: CA(SA), CIA, CISA, CPA or equivalent recognised professional qualification, with at least ten (10) years relevant internal audit experience.	CV, certified/verified qualification or professional designation evidence.	Yes / No
7.9	Audit Manager: CIA, CA(SA), ACCA or equivalent recognised professional qualification, with at least seven (7) years relevant internal audit experience.	CV, certified/verified qualification or professional designation evidence.	Yes / No
7.10	IT Audit Specialist: CISA certification and at least five (5) years relevant IT audit experience.	CV and current CISA certification evidence.	Yes / No
7.11	Confirmation from IRBA (by means of a letter) that the service provider is registered with IRBA and in good standing with IRBA .	Confirmation letter from the Independent Regulatory Board for Auditors (South Africa)	Yes / No
7.12	Confirmation (by means of a letter) from Institute of Internal Audit (IIA_SA) that proposed team members that are members of IIA, are members in good standing with the IIA.	Confirmation letter from the Institute of Internal Audit (IIA_SA).	Yes / No

No.	Mandatory requirement	Minimum evidence	Result
7.13	Confirmation (by means of a letter) from Information Systems Audit and Control Association South Africa (ISACA) that proposed Information Technology team members are in good standing with ISACA.	Confirmation letter from the ISACA	Yes / No
7.14	Performance Information Audit Specialist: relevant auditing/accounting qualification and at least five (5) years performance-information audit experience.	CV and qualification evidence.	Yes / No
7.15	Company Registration documents and proof of Company ownership	CIPC document and full CSD report	Yes / No
7.16	SBD 4 / bidder disclosure	A fully completed SBD 4 / bidder disclosure must be submitted.	Yes / No

One individual may fulfil more than one specialist role only where the bidder demonstrates the required qualifications, experience, capacity and availability for each role. Replacement of key personnel after award requires prior written NIHSS approval and must be with personnel of equal or higher capability.

8. ADMINISTRATIVE COMPLIANCE AND CLARIFICATION

Administrative compliance will be assessed before mandatory technical and functionality evaluation. NIHSS will distinguish between substantive requirements that must exist at bid closing and administrative information that may lawfully be clarified without permitting a bidder to improve or materially amend its bid after closing.

Requirement	Treatment
Signed authority to submit/bind bidder	Must be established before award; NIHSS may seek clarification of authority where the bid has otherwise been duly signed.
SBD 6.1 / preference claim	Failure to submit proof for a specific-goal claim results in no points for that claim; it does not by itself render an otherwise acceptable bid non-responsive unless the tender pack expressly provides otherwise in accordance with law. The bidder must submit the documentary proof permitted by the tender pack to substantiate any specific-goal points claimed. Failure to substantiate a claim will result in zero points for that claim, without automatically rendering an otherwise acceptable bid non-responsive.
Tax compliance / CSD status	Must be verifiable and compliant in accordance with applicable National Treasury requirements before award. Bidders who are found to be non-tax compliant will be given 7 days to get their taxes in order.
Page initialling	For document control only. Omission on an individual page does not, by itself, invalidate an otherwise duly authorised and signed bid. Alterations made by the bidder must be initialled.

9. FUNCTIONALITY EVALUATION - 100 POINTS

Only bidders that pass administrative compliance and all mandatory technical requirements will be evaluated for functionality. A bidder must achieve a minimum of 70 points out of 100 to proceed to price and specific-goals evaluation. Evaluators must score independently against the evidence submitted and record reasons for the score awarded.

Criterion	Maximum points
A. Comparable organisational experience	25
B. Methodology and approach	35
C. Team qualifications and experience	25
D. Quality assurance and skills transfer	15
TOTAL	100

9.1 A. Comparable Organisational Experience - 25 Points

Sub-criterion	Scoring rule	Max
Completed internal audit assignments	2 points per qualifying completed internal audit assignment, up to five (5) assignments.	10
Relevant public-sector experience	1 point per qualifying completed assignment for a public entity, national or provincial government department, municipality, municipal entity, SETA, university or other comparable public-sector institution, up to five (5) assignments.	5
IT audit assignments	1 point per qualifying completed IT audit assignment, up to five (5) assignments.	5
Performance-information audit assignments	1 point per qualifying completed audit/review of performance information, up to five (5) assignments.	5

Evidence must identify the client, period, scope and nature of services. NIHSS may verify submitted information with the client. No points will be awarded for assignments that cannot be objectively linked to the bidder or proposed consortium/joint venture.

9.2 B. Methodology and Approach - 35 Points

Scoring is mechanical: points are awarded for each required methodology element expressly addressed in the proposal. Merely listing the element without describing the proposed process does not earn the point.

Methodology area	Scoring rule	Max
Internal Audit Methodology	1 point for each of the 10 elements in section 6.1 adequately described.	10

Methodology area	Scoring rule	Max
Compliance Audit Methodology	1 point for each of the 5 elements in section 6.2 adequately described.	5
IT Audit Methodology	1 point for each of the 8 elements in section 6.3 adequately described.	8
Performance Information Audit Methodology	1 point for each of the 7 elements in section 6.4 adequately described.	7
Combined Assurance and Risk Methodology	1 point for each of the 5 elements in section 6.5 adequately described.	5

Note: For purposes of this scoring table, an element is “adequately described” only if the proposal explains how the bidder will perform it, identifies the principal steps/controls or tools to be used, and links the approach to the NIHSS assignment. A heading or generic statement alone scores zero for that element.

9.3 C. Team Qualifications and Experience - 25 Points

Resource	Scoring rule after mandatory compliance	Max
Engagement Director	5 points for meeting mandatory requirement; plus 3 points where the Director has at least five (5) years demonstrated public-sector/public-entity internal audit leadership experience.	8
Audit Manager	4 points for meeting mandatory requirement; plus 2 points where the Manager has at least ten (10) years relevant internal audit experience.	6
IT Audit Specialist	3 points for meeting mandatory requirement; plus 2 points where the specialist has at least ten (10) years IT audit experience or at least five (5) years public-sector IT audit experience.	5
Performance Information Audit Specialist	2 points for meeting mandatory requirement; plus 1 point where the specialist has at least eight (8) years performance-information audit experience or has led at least three (3) comparable public-sector AoPI assignments.	3
Additional specialist capacity	1 point each, maximum 3, for distinct qualified specialists in risk management, forensic audit ,data analytics and cybersecurity/compliance, each with at least five (5) years relevant experience.	3

9.4 D. Quality Assurance and Skills Transfer - 15 Points

Sub-criterion	Scoring rule	Max
External quality assurance	5 points for evidence of a valid independent external quality assessment completed within the applicable professional cycle and demonstrating satisfactory/general conformance; 0 if no qualifying evidence is submitted. Evidence: this will be assessed based on the signed reference letters submitted, 5 points for 3 reference letters and 3 points for 2 reference letters, 1 point for 1 reference letter.	5
Quality-control framework	1 point each for documented: engagement supervision; working-paper review; report review; internal quality monitoring; and escalation/correction of quality issues.	5
Skills-transfer plan	1 point each for documented: on-the-job transfer; mentoring/coaching; knowledge-sharing sessions; technical workshops/training; and measurable transfer reporting/outcomes.	5

10. PRICING REQUIREMENTS

Bidders must submit a fixed, all-inclusive professional fee for each of the three contract years and a total three-year bid price. The evaluated price will be the total three-year amount, inclusive of all applicable taxes and all compulsory costs required to deliver the scope and recurring deliverables in this specification.

The fixed fee must include normal professional time, supervision, quality review, local travel, administration, report preparation, ARC attendance and other ordinary costs necessary to execute the approved annual internal audit plan. Any assumptions or exclusions must be clearly disclosed. NIHSS will not accept undisclosed compulsory charges after award.

Pricing component	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
Fixed professional fee (VAT excl.)				
VAT				
TOTAL BID PRICE (VAT incl.)				

Bidders must additionally provide the following hourly rates for authorised ad hoc or special assignments. These rates do not replace the fixed annual fee and may only be used where NIHSS issues a written instruction in accordance with the contract and applicable delegations.

Resource category	Hourly rate (VAT excl.)
Engagement Director / Partner	
Audit Manager	
Senior Internal Auditor	
Internal Auditor	
IT Audit Specialist	
Performance Information Specialist	

Resource category	Hourly rate (VAT excl.)
Other approved specialist (specify)	

Price escalation, if any, must be expressly stated in the bid and incorporated into the three-year evaluated price. No escalation outside the submitted and accepted pricing basis will apply unless permitted by the contract and approved in accordance with NIHSS delegations.

11. CONTRACT MANAGEMENT, PERFORMANCE AND INDEPENDENCE

- The successful bidder will enter into a written Service Level Agreement (SLA) with NIHSS. The SLA will incorporate the tender, accepted proposal, pricing, approved annual plan, service standards and reporting requirements.
- Performance will be reviewed at least annually against plan completion, timeliness, quality of reports, stakeholder responsiveness, implementation of quality actions, ARC requirements and compliance with professional standards.
- Continuation into each subsequent contract year remains subject to satisfactory performance, business need and approved budget availability.
- The service provider must maintain independence and objectivity, disclose conflicts promptly and comply with the NIHSS Internal Audit Charter and ARC directions.
- Substitution of key personnel requires prior written NIHSS approval and may not reduce the capability represented in the successful bid.
- All NIHSS information and working papers must be protected in accordance with applicable confidentiality, POPIA and information-security requirements. Access to audit records by NIHSS, the ARC, AGSA or other authorised oversight bodies must be provided where lawfully required.
- The service provider may not subcontract material portions of the services without prior written NIHSS approval and remains fully accountable for all subcontracted work.
- Any change to scope or fee must be approved in writing in accordance with the NIHSS SCM Policy, Delegation of Authority and contract-variation controls before the additional work is undertaken.

12. PROCUREMENT GOVERNANCE

This specification is intended to support an open, fair, equitable, transparent, competitive and cost-effective procurement process. The Bid Specification Committee must sign off the final specification; SCM must confirm compliance; and the specification must be approved by the CEO or duly authorised delegate before advertisement, in accordance with the NIHSS SCM Policy.

The Bid Evaluation Committee must evaluate bids only against the criteria published in the tender documentation. No unpublished criterion, preference or subjective requirement may be introduced during evaluation. All functionality scores and disqualifications must be supported by recorded reasons and evidence.

13. BIDDER SUBMISSION CHECKLIST

Item	Submitted (Yes/No)	Bidder reference/page
Written technical proposal		
Company profile and registration information		
CSD details		
Mandatory technical evidence (section 7)		
Company Registration documents (CIPC)		
Comparable assignment schedule and evidence		
Methodology addressing section 6		
Key personnel CVs and qualification/certification evidence		
Quality-assurance evidence/framework		
Skills-transfer plan		
Professional indemnity evidence/undertaking		
Completed pricing schedule		
SBD 4 and required declarations		
SBD 6.1 and specific-goal proof, where points are claimed		
Authority to sign / bidder authorisation		

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

Item	Submitted (Yes/No)	Bidder reference/page
CIPC document and full CSD report		
Subcontracting/JV/consortium disclosure, if applicable		