National Metrology Institute
of South Africa

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Lynnwood Ridge
0040
South Africa

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e-mail: info@nmisa.org
http: www.nmisa.org

INVITATION TO BID

BID NO:

NMISA (26-27) T0008

BID DESCRIPTION: THE NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA (NMISA) WISHES TO PROCURE THE SERVICES OF A PANEL OF SERVICE PROVIDERS TO PROVIDE INTERNAL AUDIT SERVICES FOR A PERIOD OF 36 MONTHS.

Closing date: 24 November 2026

Closing time: 11:00am SAST

NB. On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Only Emailed, hand delivered and couriered original proposals will be accepted.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**NMISA (26-27) T0008**	CLOSING DATE:	**24 November 2026**	CLOSING TIME:	**11h00 SAST**
DESCRIPTION	**THE NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA (NMISA) WISHES TO PROCURE THE SERVICES OF A PANEL OF SERVICE PROVIDERS TO PROVIDE INTERNAL AUDIT SERVICES FOR A PERIOD OF 36 MONTHS.**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

National Metrology Institute of South Africa (NMISA) CSIR Campus **OR Email: tenders@nmisa.org**

Building 5

Brummeria

0182

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**SCM**	CONTACT PERSON	**SCM**
TELEPHONE NUMBER	**012 947 2800**	TELEPHONE NUMBER	**012 947 2741**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**scmgroup@nmisa.org**	E-MAIL ADDRESS	**scmgroup@nmisa.org**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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.

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: ……

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

DATE: ……...

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

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

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

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

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

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

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

preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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 tender

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof/documents to claim points
Procurement from black women owned entities (At least 30% ownership).	5		CIPC Documents (company document), Valid B-BBEE certificate or Affidavit
Procurement from black owned entities (At least 51% ownership).	8		Valid B-BBEE certificate or sworn Affidavit
Procurement from youth owned entities (At least 51% owned by youth).	5		CIPC Documents (company document)
Procurement from entities owned by persons with disabilities (At least 51% owned by persons with disabilities).	2		Letter from the medical doctor confirming disability not older than six months
TOTAL	**20**		

DECLARATION WITH REGARD TO COMPANY/FIRM

3.2. Name of company/firm…….

3.3. Company registration number: ……...

3.4. 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]

3.5. 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: .....

.....

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

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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 any thing 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 non-competitive 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 Department or an organization acting on behalf of the Department.

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, start-up, 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 department, provincial department, 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 canceling 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 anti-dumping 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 Department 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 Department 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.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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0040
South Africa

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e-mail: info@nmisa.org
http: www.nmisa.org

SPECIFICATION DOCUMENT

BID NO: **NMISA (26-27) T0008**

BID DESCRIPTION: THE NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA (NMISA) WISHES TO PROCURE THE SERVICES OF A PANEL OF SERVICE PROVIDERS TO PROVIDE INTERNAL AUDIT SERVICES FOR A PERIOD OF 36 MONTHS.

Closing date: 24 November 2026 at 11:00am SAST

NB. On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Faxed bids will not be accepted, only hand delivered, emailed, or couriered original proposals will be accepted.

1 INTRODUCTION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org.

2 PURPOSE

The objective of the NMISA Internal Audit Unit (IA) is to strengthen the NMISA's ability to create, protect and sustain value by providing NMISA management and the Board with independent, risk-based, and objective assurance, advice, insight, and foresight. The IA unit adds value by enhancing NMISAs':

- Successful achievement of objectives in line with the NMISA`s Strategic Plan.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders; and
- Ability to serve the public interest.

It is for this purpose, as stipulated above, that suppliers are invited to submit proposals for the procurement of services of an experienced internal audit services provider for its internal audit needs.

2. 1 The scope of services required should include:

The Service Provider will be appointed to provide professional assurance, advisory, forensic, and related services on a rotational basis and on an as-needed basis. The scope of services may include, but is not limited to, the following activities and deliverables:

- ICT audits
- Fraud and Forensic investigations
- Quality Assurance and Improvement Program (QAIP) Review (Review of Internal audit function in terms of the IIA and Periodic self-assessment)
- Any ad-hoc work that NMISA will see suitable.

2.2 REQUIRED EXPERTISE AND SKILLS

The Service Provider shall:

1. Demonstrated practical and technical expertise in the application of the Global Internal Audit Standards (GIAS).
2. Demonstrated practical and technical expertise in the planning of audit engagements, including the preparation and facilitation of notification letters, engagement letters, team briefings and minutes, opening meetings and minutes, resource allocation plans, pre-surveys/questionnaires, declarations of interest, system descriptions, process flow diagrams, walkthroughs, risk and control matrices, and audit programmes.
3. Demonstrated practical and technical expertise in the execution of audit engagements, including the preparation of working papers and supporting appendices, closing meeting minutes, and the compilation of a comprehensive Portfolio of Evidence (POE).
4. Demonstrated practical and technical expertise in audit reporting, including the preparation of draft and final internal audit reports containing audit findings, recommendations, management responses, agreed action plans, and client satisfaction surveys.
5. Present draft and final audit reports to Management, the Executive Committee (EXCO), and the Audit and Risk Committee (ARC), as required.
6. Provide a signed Quality Assurance Report or confirmation by the Project Lead, Director, and/or Partner, together with a quality assurance checklist for each audit engagement.
7. Prepare, or assist with the preparation of, reports and presentations for Audit and Risk Committee (ARC) meetings.
8. Attend strategic workshops, Audit and Risk Committee (ARC) meetings, and other governance forums as required by NMISA from time to time.
9. Conduct follow-up reviews to assess the implementation status and effectiveness of agreed management action plans arising from internal audit findings, as and when requested by NMISA.
10. Submit a complete, quality-assured audit file to NMISA within two (2) weeks of issuing the final audit report. All audit documentation, working papers, and related deliverables shall remain the property of NMISA.

2.3 CONFLICT OF INTEREST

Service Providers must declare any possible conflict of interest that they may have in undertaking the task contemplated in these terms of reference.

2.4. COMMITMENT PERIOD

The appointment of suitable service provider/s shall be for a period of three (03) years and will commence as agreed in terms of the service level agreement. Work will be carried out as and when required and in accordance with the approved three-year rolling and the annual operational audit plan.

3. BID DOCUMENT

Bid documents are available on the National Treasury tender e-portal (https://www.etenders.gov.za/login/Login) and NMISA website (www.nmisa.org) at no cost.

Bidders are advised not to ask a NMISA staff member to download the bid documentation from the website on their behalf. Serious action will be taken against the staff member and the offending bidder may be disqualified to do business with NMISA in future.

4. VALIDITY PERIOD

The proposal submitted by the supplier must be valid for the period of 90 days from the closing date of submission of proposals.

5. ENQUIRIES

All enquiries regarding this bid must be directed to Supply Chain Management Office

Email address: scmgroup@nmisa.org.

Telephone numbers: (012) 947 2741

6. SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope clearly marked with the tender number, description, and address together **with a soft copy on a memory stick**. The envelope must contain the originals of the bid proposal and itemised quotation. The proposal must be deposited in the tender box situated at the reception of NMISA at the below address:

National Metrology Institute of South Africa (NMISA), Building no 5: CSIR Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria, Gauteng Province, South Africa.

Bidders must submit their proposals at the above address by 11:00 SAST on/before the closing date. (NMISA working hours 08:00 to 16:30) *SAST.*

OR

Email proposals to tenders@nmisa.org. The subject line must be the **tender number**.

Bidders must submit their proposals at the above address by 11:00 *SAST* on/before the closing date.

Our **mailbox size is 8MB**. If your proposal is above the size, please send through in part emails. **It is important to note that only submissions that are received before the closing date and time will be considered**.

7. EVALUATION PROCESS

7.1 Aim of Evaluation

To ensure that all bids/ proposals received are afforded the opportunity to compete equally and enable NMISA a chance to evaluate the bid received in a fair and unbiased manner as per the pre-determined evaluation criteria.

7.2 Evaluation Criteria

The successful Service Providers will be selected to form part of the panel of Service Providers of the NMISA Internal Audit.

The evaluation criteria as set out hereunder will assist NMISA to ensure conformity to all tender requirements. The NMISA evaluation team shall use the evaluation criteria, applicable values and/or minimum qualifying scores for functionality as indicated in the bid specification document.

The following are the stages that will be used to evaluate all bid/s received.

7.2.1 MANDATORY/ LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

NB: No points will be allocated to this stage; however, bidders' that do not comply with the pre-qualification requirements below will be disqualified and will not advance to the next stage of evaluation.

Pre-Qualification Requirements		**Check list** ✓ **Tick each box**
SBD 1:	Completed, attached and signed	
SBD 4:	Completed, attached and signed	
SBD 6.1:	Completed, attached and signed	
Specification document	Completed, attached and signed	
General Condition of contract:	Initialled and attached	
CSD Report	Attached	

Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable. If any specific SBD is not submitted, documentary proof clearly stating the reason must be attached.

Bidders must also supply the documents below (where applicable).

Other Requirements	**Check list** ✓ **Tick each box**
Valid B-BBEE Certificate attached	

NOTE Please tick the appropriate box to indicate the size of the enterprise for the categorisation purposes. The B-BEE Certificate and/or Valid Sworn Affidavit must be submitted as evidence to confirm the claim made in the table below

Indicate Enterprise Classification (x)

Generic	Qualifying Small Enterprise	Emerging Medium Enterprise

7.2.2 Compulsory Technical Specifications

Please complete the table below by indicating "yes" or "no" to confirm whether this requirement is met and provide explanations/ comments to support your answers. Supporting documentation or evidence should be attached to this document. Supporting documentation should take the form of technical specifications, datasheets, technical drawings, brochures, etc. Supporting documents should have page numbers for ease of reference.

NB: Bids that score NO for any items in the compulsory technical specification section will be disqualified and will not advance to the next stage of evaluation.

No.	Compulsory Technical Requirements	Yes or No	Comments (please reference page no.)
7.2.2.1	**FORMAL EXTERNAL QUALITY ASSESSMENT REPORT OR LETTER OR CERTIFICATE RECEIVED BY THE BIDDER, PREPARED AND OR VALIDATED BY A QUALIFIED, INDEPENDENT ASSESSOR:** Evidence of the independent external quality review on the bidder having been prepared and validated by a qualified, independent assessor in the recent 1 - 5 years (refer to GIAS standard 8.4 on external quality assurance), where the bidder was given a General Conformance with the Global Internal Audit Standard (GIAS). The report or letter or certificate issued and or validated by an independent qualified assessor for the external quality review, for the bidder should clearly indicate that the bidder generally conforms with the GIAS.		
7.2.2.2	**PROOF OF MEMBERSHIP WITH PROFFESSIONAL BODY**		

	Service Provider must provide certified copies (not older than 3 months from closing date of bid) as proof of membership with IIA for the Project Lead/ director, senior manager/ Manager and for each of the minimum of 4 (four) Team Member(s) who will be involved in delivering the projects. **NB! Certified proof of professional memberships for team leader and team must be submitted and must be on the letterhead of the institution, dated and signed by the institution that provided it.** **Membership with professional bodies must be verifiable and members must be in good standing- where the certificate does not indicate the period of membership, a letter of good standing should be attached.**		

7.2.3 Functionality

The evaluation criteria for functionality aim to assess the bidder's capability, reliability and ability to execute and maintain a bid and/or contract. The minimum points that bidders must obtain to progress to the next stage of evaluation is 70.

NB: Bids that score less than 70 points on functionality will be disqualified and will not progress to the next stage of evaluation.

No.	Criteria	Weight
1.	**Project Approach and Methodology** The bidder must provide: a) Details of the proposed methodology and approach to be adopted for the effective delivery of the professional internal audit services outlined in this Request for Quotations (RFQ). b) A comprehensive audit methodology that is appropriately aligned with NMISA's objectives, governance requirements, risk profile, and internal audit expectations. c) A proposed approach that clearly demonstrates compliance with and adherence to the Global Internal Audit Standards (GIAS) and recognised leading practices in the internal audit profession.	**15**

	d) A methodology that incorporates all phases of the internal audit process, including planning, execution, reporting, quality assurance, and follow-up activities. e) Evidence that the proposed methodology will enable the delivery of risk-based, value-adding, and quality-assured audit services that support NMISA in achieving its strategic objectives. **Weight Scoring** - **Methodology and approach are fully adequate to meet the requirement – 15** - **Methodology and approach cover the minimum requirements (3 out of the 5 requirements covered) – 10** - **Inadequate methodology and approach (less than 3 out of the 5 requirements covered) – 0**	
2.	**Knowledge and experience of the project team** Key Personnel Requirements The Service Provider shall provide suitably qualified, experienced, and competent personnel to perform the internal audit, forensic audit and investigation, Internal Quality Assessment (QAIP) review, and Information and Communication Technology (ICT) audit services. The proposed team shall collectively possess the necessary qualifications, professional certifications, technical expertise, and industry experience to deliver the required services in accordance with applicable professional standards and leading practices. ***Engagement Partner / Project Director*** The Engagement Partner or Project Director shall: • Hold a recognised degree/advanced diploma in Auditing, Accounting, Finance, Information Systems, Forensic Accounting, Risk Management, Commerce, Law, or a related field. • Possess a relevant professional certification such as Certified Internal Auditor (CIA), Chartered Accountant (CA(SA)), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified in Risk Management Assurance (CRMA), or an equivalent recognised professional qualification. • Have a minimum of fifteen (15) years' relevant experience in managing and overseeing complex audits and investigation engagements as well as the provision	**10** **10**

	of assurance, governance, risk management, compliance, forensic investigation, and ICT audit services. ***Project Manager / Team Leader*** The Project Manager or Team Leader shall: • Hold a recognised qualification in Auditing, Accounting, Finance, Commerce, Information Technology, Information Systems, Forensic Accounting, Risk Management, or a related field. • Possess a relevant professional designation such as CIA, CFE, CISA, CRMA, CA(SA), or equivalent. • Have a minimum of ten (10) years' relevant experience in managing and conducting internal audits, forensic investigations, QAIP assessments, compliance reviews, and/or ICT audits. ***ICT Audit Specialists*** Personnel assigned to ICT audit engagements shall: • Hold relevant qualifications in Information Technology, Information Systems, Computer Science, Auditing, Cybersecurity, or related disciplines. • Possess professional certifications such as Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP), COBIT certification, or equivalent. • Have a minimum of five (5) years' experience in conducting ICT audits, cybersecurity reviews, application control reviews, IT governance assessments, data analytics, and information security audits. • Have experience in auditing ERP systems, cloud environments, network security, user access management, business continuity, disaster recovery, and data governance controls. ***Forensic Audit and Investigation Specialists*** Personnel assigned to forensic audit and investigation engagements shall: • Hold relevant qualifications in Forensic Accounting, Accounting, Auditing, Finance, Law, Criminology, or related disciplines. • Possess professional certifications such as Certified Fraud Examiner (CFE), Certified Forensic Practitioner (CFP), Certified Forensic Investigator (CFI), or equivalent. • Have a minimum of five (5) years' relevant experience in conducting fraud, corruption, financial misconduct, procurement, payroll, conflict-of-interest, and other forensic investigations.	**10** **10** **10**

	Internal Quality Assessment (QAIP) Review Specialists Personnel assigned to QAIP reviews shall: • Possess recognised internal audit qualifications and professional certifications such as CIA or equivalent. • Have a minimum of five (5) years' experience in assessing internal audit functions and evaluating conformance with professional standards. ***Internal Audit Specialists*** Personnel assigned to internal audit engagements shall: • Hold relevant qualifications in Auditing, Accounting, Finance, Risk Management, Commerce, or related disciplines. • Possess a minimum of five (5) years' experience in conducting risk-based internal audits, have experience in developing risk and control matrices, audit programmes, working papers, and audit reports. ***Other team members*** • All team members to be assigned to the project must be affiliated with the Institute of Internal Auditors (IIA) and have a minimum of 2 years' experience; **NB! The Service Provider shall submit detailed curriculum vitae (CVs) for all proposed personnel listed above, clearly indicating qualifications, certifications in good standing, years of experience, and relevant engagement experience.** **Attach certified copies of qualifications, Certified proof of professional memberships for team leader and team must be submitted and must be on the letterhead of the institution, dated and signed by the institution that provided it.**	**5** **5**
3.	**Knowledge and experience Company** The Company must have at least 10 years of work experience in conducting internal audits. **Weight Scoring** **- Meets requirements – 5** **- Does not meet requirements – 0** Attach company profile.	**5**

4.	**Verifiable references:** References: submission of contactable references and where available letters from references where similar work was conducted containing the following: • Name of the company; • Nature of the work conducted; • Date of when project was undertaken; and • Duration of the project. **Weight Scoring:** **3+ letters = 20** **3 letters = 10** **Less than 3 = 0**	**20**
	Totals	**100**
NB: The firm's submissions and proposals should be addressing the above evaluation criteria. The information required for functionality should be presented in an orderly fashion for easy reference by the evaluation panel. Bidders must achieve a minimum of 70% for functionality		

7.2.4 PRICE AND PREFERENCE EVALUATION

No price evaluation will be conducted during the appointment of the panel. Pricing will be obtained and evaluated through Requests for Quotations (RFQs) issued to the appointed Internal Auditors in the panel during the execution of the contract period as and when the service is required on a rotational basis.

Once service providers have quoted, price and preference points will be allocated in line with the Preferential Procurement Policy Framework Act Regulations and NMISA's Preferential Procurement Policy goals. The specific goals claimed in SBD 6.1 form will apply.

8. DISCLAIMER

NMISA reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal. NMISA reserves the right to:

- Award the contract or any part thereof to one or more service providers.
- Reject all bids.
- Decline to consider any bids that do not conform to any aspect of the bidding process.
- Request further information from any service provider after the closing date, for clarification purposes.

9. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof may result in your proposal being excluded from the evaluation process.

- Proposal documents should be submitted to NMISA.
- NMISA will not be liable to reimburse any costs incurred by the bidder during the proposal process.
- Evaluation of proposals will be conducted by NMISA. The Bid Evaluation Committee will, if necessary, contact bidders to seek clarification on any aspect of the proposals.
- Suppliers must sign the register at the reception when the proposal is submitted.
- Payment will be made within 30 days after receipt of the final original tax invoice(s).
- NMISA intends to enter into a service level agreement (SLA) with the successful bidder, supplier must submit a payment schedule.
- All tender submissions are subject to the Government Procurement General Conditions of Contract

NB: Please note that CSIR security clearance to get to the NMISA's reception may take more than 30 minutes.

10. DECLARATION

I, the undersigned (name)……..……

Certify that the information provided is true and correct, and understood the above document in full.

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SIGNATURE DATE