



**WESTERN CAPE**  
LIQUOR AUTHORITY

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**SPECIAL CONDITIONS OF CONTRACT**

**REFERENCE NUMBER: LA001 – 2022/23**

**DESCRIPTION: Appointment of a Service Provider to provide outsourced Internal Audit services for the WCLA for a period of three (3) years**

**WESTERN CAPE LIQUOR AUTHORITY  
CONTRACT MANAGEMENT**

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**ABBREVIATIONS**

BAC	:	Bid Adjudication Committee
B-BBEE	:	Broad-Based Black Economic Empowerment
CPI	:	Consumer Price Index
CPA	:	Contract Price Adjustment
SABS	:	South African Bureau of Standards
SANAS	:	South African National Accreditation System
SBD	:	Standard Bidding Document
VAT	:	Value- Added Tax
WCLA	:	Western Cape Liquor Authority

## SECTION A TERMS OF REFERENCE

### 1. BACKGROUND

The Western cape Liquor Authority (WCLA) requires the services of a suitably qualified and experienced internal audit service provider to perform the internal audit function of WCLA as specified in the Public Finance Management Act, Act No.1 of 1999 for a period of three years. The appointment of a successful service provider is subject to the conclusion of a service level agreement (SLA) between WCLA and the service provider.

### 2. SCOPE OF WORK: INTERNAL AUDIT SERVICES

The PFMA stipulates the need for the Accounting Authority to establish and maintain a system of Internal Audit under the control and direction of an Audit & Risk Committee. The Internal Audit Function reports functionally to the Audit & Risk Committee and administratively to the Chief Executive Officer of the WCLA.

The Appointed Service Provider must provide Internal Audit Services for the WCLA aligned to the requirements of the Institute of Internal Auditors (IIA) – principles of which are briefly explained below:

- 2.1. The **purpose of internal audit** (within the WCLA) is consistent with the definition of Internal Audit which is to provide an independent, objective assurance and consulting activity designed to add value and improve an organization's operations.
- 2.2. The **mission of internal audit** is to enhance and protect organizational value by providing risk - based and objective assurance, advice, and insight. The WCLA's Internal Audit Charter defines the authority and independence, scope, responsibility, and accountability of and within the Internal Audit Function (IAF).
- 2.3. Internal Audit helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- 2.4. Accordingly, the scope of internal audit work entails, but is not limited to, the examination, evaluation and conclusion on the adequacy and effectiveness of the organization's governance, risk management, internal control processes and the quality of performance in carrying out assigned responsibilities to achieve the organization's stated objectives.

### 3. SPECIFICATION

The Successful Internal Audit Service Provider will be required to fulfil the following

- 3.1. Provide an effective Internal Audit Functions that are innovative and responsive to the needs of the WCLA and its operating environment.
- 3.2. Assist management and the Audit & Risk Committee (ARC) in the discharge of their responsibilities by pronouncing on the adequacy of management interventions to identify and monitor significant risks.
- 3.3. Facilitate by way of analysis, appraisal, recommendations, advice and insights that established systems of internal controls are adequately designed and are operating effectively and efficiently.
- 3.4. Review the systems of internal control to ascertain whether they are functioning as designed.
- 3.5. Provide Internal Audit Services in line with the Performance and Attributes Standards endorsed by the Institute of Internal Auditors.
- 3.6. Provide Services in line with the Public Finance Management Act and King IV Report on Corporate Governance.

- 3.7. Review the accuracy, reliability, and integrity of financial and non – financial information and the means used to identify, classify, and report such information.
- 3.8. Review and appraise the economic, effectiveness and efficiency with which resources are employed.
- 3.9. Review specific programmes or initiatives to ascertain whether results are consistent with established objectives and goals; and whether the programmes or initiatives as planned are executed.
- 3.10. Review systems established to ensure compliance with policies, plans, procedures, laws and regulations that inform operations and determining whether the entity complies.
- 3.11. Provide Assurance on the Cybersecurity measures taken by the Authority.
- 3.12. Perform Internal Audit Services in such a manner that reliance can be placed on it by the Auditor – General of South Africa.
- 3.13. Perform annual risk assessments based on inputs from the Compliance and Internal Control unit within the Finance Component, the external auditors and their evaluation of environmental factors impacting the organisation, from which internal audit plans will be developed.
- 3.14. The above - mentioned approach must serve to optimize internal audit resources and coverage and to generate greatest possible value for the WCLA. Matters to be considered in developing the Annual Audit Plans shall include:
  - 3.14.1. Significant areas of potential risk of fraud.
  - 3.14.2. The accuracy and completeness of financial statements.
  - 3.14.3. Major changes in operations, organisational structures, systems, and controls.
  - 3.14.4. Safeguarding of assets.
  - 3.14.5. Compliance with laws, regulations, contracts, policies, and procedures.
  - 3.14.6. Risk areas identified by management.
  - 3.14.7. Results of previous audits.
  - 3.14.8. Significant areas of risk related to reliability and integrity of financial and operational information or failure to deliver on the WCLA Service Delivery Mandate.
  - 3.14.9. The appropriateness of its staff mix and expertise, relative to a specific engagement.
  - 3.14.10. Develop a three – year Internal Audit Strategic Plan and an Annual Audit Operational Plan based on the risk assessment for approval by the Audit & Risk Committee (ARC). The plan should include costing of all the activities to be performed.
  - 3.14.11. Perform risk - based internal audits based on the approved plans.
  - 3.14.12. Coordinate with the Auditor – General of South Africa (AGSA) and ensuring alignment with the external audit function processes and best practice.
  - 3.14.13. Attend Audit & Risk Committee meetings, and report periodically on the internal audit plan.
  - 3.14.14. Work in line with the combined assurance model.
  - 3.14.15. Periodically perform ad-hoc reviews as requested by exco and the ARC.
  - 3.14.16. Maintain a functional quality assurance and improvement programme that covers all aspects of the internal audit services AND, at least once during a three-year cycle or as determined by the AC, be subjected to an independent quality assurance review.

#### **4. EXPERTISE AND CAPACITY**

- 4.1. The key criteria to be considered for the suitability of the service provider includes the following:
  - 4.1.1. Knowledge and a comprehensive understanding of the public sector, and an understanding of the Public Finance Management Act and its related Treasury Regulations.
  - 4.1.2. Demonstrate the ability to conduct audits from the premises of WCLA in Belville, Western Cape.
  - 4.1.3. Demonstrate that the Engagement Director will be directly involved in every engagement review undertaken at the Authority. The engagement director will fill the role of a Chief Audit Executive, and as such the assigned engagement director must hold the qualification and demonstrate the competence, and experience to fulfil this role.
  - 4.1.4. Have a quality control department responsible for ensuring the IIA standards are appropriately applied.
  - 4.1.5. Demonstrate that they adhere to the IIA standards, particularly as they relate to:
    - 4.1.5.1. The application of a risk-based approach to auditing.
    - 4.1.5.2. The use of IT audit resources (including the appropriate tools)

#### **5. PROFESSIONAL MEMBERSHIP**

- 5.1. It is mandatory that the senior resources of the preferred service provider (i.e, Directors, Senior Managers and Managers) to have the appropriate professional qualification(s) enabling them to perform internal audit services. These must include, but is not limited to the following:
  - 5.1.1. Certified Internal Auditor (CIA) as certified by The Institute of Internal Auditors (IIA)
  - 5.1.2. Certified Information Systems Auditor (CISA) as certified by ISACA
  - 5.1.3. Professional Accountancy Qualification certified by either of the following Professional Accountancy Organisations, South African Institute of Chartered Accountants (SAICA), or Association of Chartered Certified Accountants (ACCA). Members from these organisations must demonstrate experience in Internal Auditing.

#### **6. IDENTIFIED AUDIT AREAS**

- 6.1. The following primary audit areas must be audited on annual basis:
  - 6.1.1. Finance.
  - 6.1.2. Supply Chain Management, encompassing of Assets and Fleet Management.
  - 6.1.3. Follow - up on the findings of the Auditor – General of South Africa, including Findings arising from previous internal audit engagements.
  - 6.1.4. Human Resource & Payroll.
  - 6.1.5. Liquor Licensing Administration.
  - 6.1.6. Liquor Licensing Tribunal.
  - 6.1.7. Compliance & Enforcement: Inspectorate Process.
  - 6.1.8. Communication, Education and Stakeholder Relations: Social & Education Fund.
  - 6.1.9. IT Control Environment.
  - 6.1.10. Review of Annual Financial Statements.
  - 6.1.11. Attendance of Audit & Risk Committee Meeting.

## 7. TIME ALLOCATION AND COSTING SCHEDULE

All Quotations should provide for time allocation and costing schedule as per the tables below:

Item No.	Business Processes	Hours: Year 1	Hours: Year 2	Hours: Year 3
1.	Finance			
2.	Supply Chain Management, encompassing Assets and Fleet Management.			
3.	Follow - up on the findings of the Auditor – General of South Africa, including Findings arising from previous internal audit engagements			
4.	Human Resource & Payroll			
5.	Liquor Licensing Administration			
6.	Liquor Licensing Tribunal			
7.	Compliance & Enforcement: Inspectorate Process			
8.	Communication, Education and Stakeholder Relations: Social & Education Fund.			
9.	IT Control Environment			
10.	Review of Annual Financial Statements			
11.	Attendance of Audit & Risk Committee Meeting			
<b>Total Hours</b>				

**NB: Bidders are limited to a maximum cumulative total number of hours for the three-year (3) period. The maximum number of hours allocated for Internal Audit is 2 550 in total for the three (3) years. The 2 550 hours must be spread over the three (3) years period. All risks areas must be audited annually and cannot be excluded in any of the three (3) years. The hours for planning are included in the 2 550 hours. Bidders are allowed to allocate hours over the 11 or more risk areas at their discretion, the total number of 2 550 hours may not be exceeded. The 2 550 hours must be used to determine the total bid price quoted.**

Item No.	Line - Item Description	Cost: Year 1	Cost: Year 2	Costs: Year 3
1.	Billable Cost			
2.	Accommodation, Travel, Subsistence & other Disbursements (if applicable)			
<b>Total bid price per year (VAT Inc.)</b> (This amount must correspond with the amount as per the WCBD 1 and WCBD 3.3)				

**NB: All pricing should be inclusive of all consumables (i.e travelling cost of staff, accommodation, etc) and the amount tendered will form a contract price.**

## SECTION B

### 1. LEGISLATIVE AND REGULATORY FRAMEWORK

1.1. This bid and all contracts emanating thereof will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

### 2. PREFERENCE POINT SYSTEM

2.1. In terms of regulation 3 of the Preferential Procurement Regulations 2017 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The Bid Price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

2.2. The following formula will be used to calculate the points for price

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

2.2.1. A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

BBBEE Status level of Contributor	Number of points (80 / 20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – Compliant Contributor	0

2.2.2. Bidders who are claiming points are required to complete the preference claim form (SBD 6.1) and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.

2.2.3. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

2.2.4. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.



- 2.2.5. Failure on the part of the bidder to comply with paragraphs 2.1.4 and 2.1.6 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 2.2.6. The Authority may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- 2.2.7. The points scored will be rounded off to the nearest 2 decimals.
- 2.2.8. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 2.2.9. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 2.2.10. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 2.2.11. The Authority reserves the right to award the contracts to more than one contractor for the same item.

### 3. PROPOSED EVALUATION CRITERIA

#### 3.1. Evaluation of bids will be conducted in two (2) phases as follows:

Stage	Details
Phase 1	<b>Technical/Functional evaluation:</b> The purpose of this criteria is to evaluate the bidders on their technical competencies.
Phase 2	<b>Price and B-BBEE evaluation:</b> The purpose of this criteria is to evaluate the bidders based on the bid price and B-BBEE status

#### 3.2. PHASE 1 TECHNICAL/FUNCTIONALITY EVALUATION

The minimum qualifying score for functionality is 80%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and B-BBEE.

Technical/Functionality Evaluation	Weight
<p><b>1. <u>Internal Audit Approach</u></b></p> <p>The bidder's approach to perform an internal audit, including internal audit methodology and Quality Assurance processes.</p> <p>Signed Letter of undertaking from the bidder to confirm that the bidder adopts a quality assurance improvement programme as per the IIA's International Practice of Professional Framework on Internal Auditing.</p> <p>- 3 = all the expectations are met (10)            - 2 = the response meets at least 70% of the expectations (6)            - 1 = the response meets at least 50% of the expectations (2)            - 0 = the response meets less than 50% of the expectations (0)</p>	10
<p><b>2. <u>Internal Audit Experience (in the Public Sector)</u></b></p> <p>The bidders internal audit services experience in the public sector, including specialized skills, expertise and value-added services            To demonstrate knowledge and experience, the bidder must submit a minimum of three (3) client references where the bidder has successfully concluded internal audit work within the public sector in terms of scope and complexity in the past five (5) years and the clients achieved clean audit outcomes (Financially unqualified opinion with no findings) from the AGSA.</p> <p>- 3 client references, meeting defined expectations have been included = 30</p>	30

<b>Technical/Functionality Evaluation</b>	<b>Weight</b>
<ul style="list-style-type: none"> <li>- 2 out of 3 client references, meeting defined expectations have been included = 20</li> <li>- 1 out of 3 client references, meeting defined expectations have been included = 10</li> <li>- None of the submitted client references meet defined expectations = 0</li> </ul>	
<p><b>3. <u>Qualification, Experience and Staff Mix</u></b></p> <p>Assessment of the condensed curricula vitae of personnel who will be assigned to the WCLA's account. (Qualification and experiences of proposed resources). The Directors, Senior Managers and Managers must meet the requirements of 5.11 and team members should have NQF level 7 qualifications:</p> <ul style="list-style-type: none"> <li>- 3 = all the expectations above are met plus 20 years combined internal audit experience (experience of the team added together) (20)</li> <li>- 2 = the response meets at least 70% of the expectations above plus 15 years combined internal audit experience (experience of the team added together) (15)</li> <li>- 1 = the response meets at least 50% of the expectations above plus 10 years combined internal audit experience (experience of the team added together) (5)</li> <li>- 0 = the response meets less than 50% of the expectations (0)</li> </ul>	20
<p><b>4. <u>Internal Audit Objective, Scope of Work and Capacity of the Bidder</u></b></p> <p>A proposed three-year plan of action to achieve the objectives of the internal audit. This plan should cover short, medium and long-term objectives. The plan must demonstrate the ability to provide effective value adding Internal Audit Services that are innovative and responsive to the needs of the WCLA and its operating environment (Leading to business process improvements).</p> <p>The bidder must submit a resource plan, including the structure of the core team to be committed to the WCLA; as well as demonstrate that they have the appropriate tools to execute the plan.</p> <ul style="list-style-type: none"> <li>- Bidder exceeds all specification requirements = 30</li> <li>- Bidder meets all specification requirements = 25</li> <li>- Bidder meets some specification requirements = 15</li> <li>- Bidder does not meet specification requirements = 0</li> </ul>	30
<p><b>5. <u>Professional Membership</u></b></p> <p>The bidder and its directors must submit evidence of its and their registration with a relevant professional body (latest proof of current annual Professional Bodies Registrations).</p> <ul style="list-style-type: none"> <li>- The IIA and ISACA = 10 points</li> <li>- IIA Only = 8 points</li> <li>- Other recognized professional accountancy body (such as SAICA, SAIGA, ACCA) = 6</li> <li>- No registration with any of the recognized professional bodies = 0</li> </ul>	10
<b>Total</b>	<b>100</b>

### 3.3. Phase 3: Price and B-BBEE evaluation

All bids that achieve the minimum qualifying score of 80% for functionality (acceptable bids) will be evaluated further in terms of price and B-BBEE, as follows:

Price and B-BBEE score	Preference Points allocated
<b>Bid Price</b> (As per the Guideline Section A, Paragraph 7). This price must be VAT Inclusive	80
<b>Preference Points:</b> Broad Based Black Economic Empowerment	20
<b>Total</b>	<b>100</b>

### 4. COMPULSORY BRIEFING SESSION

4.1. To ensure that all potential bidders are aware of requirements of the bid and that proposals are submitted in a standard format, a compulsory briefing session will be held at:

**Venue:** No 3 Old Paarl Road, 3<sup>rd</sup> Floor, Sunbel Building, Bellville

**Time and Date:** Monday, 31 October 2022 at 11:00

This is a compulsory briefing session and applicant's failure to attend this will lead to the disqualification of his/her bid.

### 5. TIMELINES OF THE BID PROCESS

5.1. The validity period of the tender is from the date the bid is advertised, which is Friday, the 14<sup>th</sup> of October 2022, and the closing date shall be Monday, 14<sup>th</sup> of November 2022 at 15:30 pm.

All bids received after this time will not be considered.

All dates and times in this bid are in South African standard time.

### 6. RESPONSE FIELD

6.1. Bidders are required to submit responsive bids by completing all the prices, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items. The business processes highlighted in the schedule are not limited to six items and bidders may identify as many business processes as possible in their proposals. In this regard bidder's attention is drawn to the response field and price structure explanations.

6.2. Non-compliance with this condition may invalidate the bid for the item(s) concerned.

### 7. AUTHORIZATION AND DECLARATION

7.1. Any bidder who is sourcing goods or services from a third party must complete the "Authorisation Declaration" (TCBD 1) in full for all relevant goods or services, sign it and submit it together with the bid documents at the closing date and time of the bid.

7.2. The Authority reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the Authority will exercise any of the remedies available to it in the bid documents.

7.3. The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party will be binding on the Authority.

7.4. Failure to submit a duly completed and signed Authorisation Declaration, with the required annexure(s), in accordance with the above provisions may invalidate the bid for such goods or services offered.

## **8. TAX CLEARANCE CERTIFICATE**

- 8.1. An original and valid Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of bid. Please refer to SBD2 – Tax Clearance Certificate Requirements.
- 8.2. Copies and/or certified copies of the Tax Clearance Certificate will not be acceptable.
- 8.3. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.

Bidders that are registered on the Western Cape Supplier Evidence Bank do not have to submit a tax clearance certificate with their bid but are encouraged to verify that their tax clearance certificate on their Supplier Database file are still valid.

## **9. VALUE ADDED TAX**

- 9.1. All bid prices must be inclusive of 15% Value-Added Tax.
- 9.2. Failure to comply with this condition may invalidate the bid.

## **10. SUBMISSION OF BIDS**

- 10.1. Bidders must submit the bid in hard copy format (paper document) to Western Cape Liquor Authority: Tender box before the closing date and time. The hard copy of the bid response will serve as the legal bid document. The bid must be addressed to the Western Cape Liquor Authority.
- 10.2. Each bid should be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly endorsed.

## **11. LATE BIDS**

- 11.1. Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

## **12. COUNTER CONDITIONS**

- 12.1. Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

## **13. FRONTING**

- 13.1. The Western Cape Liquor Authority supports the spirit of broad based black 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 National Treasury condemn any form of fronting.
- 13.2. The Western Cape Liquor Authority, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder / contractor concerned.

## **14. QUANTITIES, ORDERS AND DELIVERIES**

- 14.1. Be responsible for the Internal Audit Plan on an outsourced basis for a three-year appointment period and will remain a fully outsourced function for the three - years and must be performed in accordance with the:
- 14.2. International Professional Practice Framework as issued by the Institute of Internal Auditors.

14.3.The Internal Audit service provider must, in consultation with the Audit Committee and Office of the CEO, review:

14.3.1. A rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the public entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy.

14.3.2. An Operational Internal Audit Plan for each year of the rolling plan.

14.3.3. Plans indicating the scope of each audit in the annual internal audit plan.

14.4.Reports to the Office of the CEO and Audit Committee detailing its performance against the plan, to allow effective monitoring and intervention when necessary.

14.5.The Internal Audit service provider must report directly to the Chief Executive Officer prior to Audit and Risk Committee meetings by the Project Director or Senior Manager in person and no substitute junior official can be delegated to perform this reporting function and only thereafter report at all Audit and Risk Committee meetings can be done. The function must be independent of activities that are audited, with no limitation on its access to information.

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

14.7.The Internal Audit Service provider must assist the Authority in maintaining effective internal controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

14.8.The Internal Audit service provider must assist the Authority in achieving the objectives of the institution by evaluating and developing recommendations for the enhancement or improvement of the processes through which:

14.8.1. Strengthening of Internal Control

14.8.2. Monitoring of pre-determined objectives

14.8.3. Focus on Credibility of AFS; and

14.8.4. Enforcement of compliance.

14.9.The internal audit service provider must also quote an hourly rate that will be charged for any Ad-hoc projects that may be required by the Authority.

## **15. TIMEFRAMES AND REPORTING**

15.1.The Service provider will regularly report to the Office of the CEO and the Audit & Risk Committee (ARC).

## **16. CONSULTANT PROPOSAL SUBMISSION REQUIREMENTS**

16.1.The Bidder is required to submit a detailed proposal, failing which his/her bid will be disqualified.

16.2.A detailed business proposal must consist of:

16.2.1. Proof of registration (certificate) with the Institute of Internal Auditors or applicable professional body.

16.2.2. The total number of employees, with highest qualification indicated, employed by the service provider.

16.2.3. The detailed CVs of the person responsible for this project and certified proof of qualifications.

16.2.4. CVs of other employees working on the project and certified proof of qualifications.

16.2.5. Detailed project proposal with timeframes for the completion of the project. Detailed cost breakdown as per template provided

16.2.6. Detailed cost breakdown as per provided template.

16.2.7. Three (3) written and contactable references from clients of projects of a similar nature, which must not older than two (2) years.

**NB: Copies of certified copies will not be accepted**

## **17. SUPPLIER DUE DILIGENCE**

17.1.The Authority reserves the right to conduct supplier due diligence prior to final award.

## **18. COMMUNICATION**

18.1.Contract Management may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

18.2.Any communication to any official or a person acting in an advisory capacity for the Authority in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

18.3.All communication between the bidder and the Contract Management Office must be done in writing.

## **19. WESTERN CAPE SUPPLIER DATABASE REGISTRATION**

19.1.WCLA might only consider bids from suppliers that are actively registered on the on the Western Cape Supplier Evidence Bank.

19.2.If you are not registered by the closing date and time for this bid, then your bid might not be considered. Should you not be registered, please contact the WCSEB administrator on [wcseb@westerncape.gov.za](mailto:wcseb@westerncape.gov.za).

## **20. JOINT VENTURES**

20.1.It must be noted that all parties participating in a Joint Venture should provide an Original Tax Clearance Certificate, a copy of their consolidated BEE Scorecard and each participating party needs to complete the WCBD 4 document.

## **21. AWARD CONDITIONS**

21.1.WCLA reserves the right to award the contract to one or more suppliers.

## **22. DISCLAIMER**

22.1.Authority reserves the right not to appoint any particular service provider who does not comply with the conditions of this bid or if information is obtained by the department about a bidder that could put the department at risk.

22.2.The Authority reserves the right to cancel this bid should the budget not be available at the time of award to cover the full quote of this quotation or if the need does not exist anymore or the specification has changed.

22.3.Bids which do not comply with the conditions of this Invitation will be disqualified, unless the CEO of the WCLA, in exceptional cases and within his/her sole discretion, condones such non-compliance, having regard to the following factors:

22.3.1. The nature and extent of the non-compliance

22.3.2. The values contained in S217(1) of the Constitution

## **23. CONTRACT ADMINISTRATION**

23.1.Successful bidders must advise the SCM Specialist immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

23.2.The administration and facilitation of the contract will be the responsibility of the Authority's Supply Chain Management Unit and all correspondence in this regard must be directed to the address indicated under 21.3.

23.3.Orders will be placed by the WCLA who will also be responsible for the payment to contractors for goods delivered and/or services rendered.

## **24. CONTACT DETAILS**

### **24.1. Bid Enquiries to be directed to**

SCM Specialist:

Telephone:

Email:

Linda Nokama

(021) 204 9724

[linda.nokama@wcla.gov.za](mailto:linda.nokama@wcla.gov.za)

### **24.2. Specification/Technical Enquiries**

Technical Specialist:

Telephone:

Email:

Dumisani Mahlangu

(021) 204 9794

[dumisani.mahlangu@wcla.gov.za](mailto:dumisani.mahlangu@wcla.gov.za)

### **24.3. Address for correspondence**

Email address:

[scm@wcla.gov.za](mailto:scm@wcla.gov.za)