



FETAKGOMO TUBATSE LOCAL MUNICIPALITY

NOTICE AND INVITATION TO BID

RFQ121/24/25

Appointment of a suitable service provider to conduct probity audit in respect of tenders to be awarded (100 tender documents)

Leadtime 3 to 4 days

Closing date and Time: 07th April 2025

Time: 12h00

Quotations together with MBD forms must be submitted electronically to the following address: kfntobeng@ftlm.gov.za or submitted by hand: Fetakgomo Tubatse Local Municipality Stand No. 1 Kastania Street Burgersfort 1150.

NB: Quotations and fully completed quotation forms (downloaded from the website), priced and initialled each page must be placed in a sealed envelope and marked the description and quotation number deposited in a tender box at Head Office or email to kfntobeng@ftlm.gov.za.

For further information, contact Katlego Ntobeng the SCM Senior Officer on 013 231 100/1065.

Please note

The following returnable documents are compulsory and will lead to disqualification if not attached:

- Valid copy of the company registration (CK) documents
- Original certified ID Copies of directors, smart ID cards must be copied on both sides (Not older than 6 months)
- Submission of Municipal rates and taxes or municipal service invoice issued to the bidder and all directors, by any other municipality or municipal entity. The rates and taxes charges must not be in arrears for more than three months (90 days) for both the bidding company & its directors:
 - I. If staying in a non-rate-able area, please attach original letter from the Tribal Authority / Chief or Headman / sworn affidavit, or municipal proof of residence.
 - II. If you are renting, attach a copy of a valid signed lease agreement.
 - III. If the business is operating at the director's residence, a sworn affidavit must be attached stating such.

HEAD OFFICE

Kastania Street, P.O. Box 206, Burgersfort, 1150
Tel: +27 13 231 1000 / Fax: +27 13 231 7167

REGIONAL OFFICE

Stand No. 1, Nyabinghe, GaeMabina, P.O. Box 818, April 0759
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- MBD 1, 4, 6.1, 8 and 9 forms must be fully completed, signed and initialled, each page.
- False or incorrect declaration on any of the MBD forms will result in disqualification.
- Price amendment without signature will amount to disqualification.

NB please note that all certified documents must be originally certified and not older than 6 months.

Evaluation Criteria

A preferential point system shall apply whereby the points will be calculated in accordance with the preferential procurement regulations 2022, where 80% will be allocated to price and 20% in respect of points claimed for attainment of the specified goal as follows: 20 points will be allocated companies within SA (National).

REQUIREMENTS / SCOPE OF WORK

The appointed service provider will be required to review of tender process, on an as-and-when required basis, which includes the following:

- a. Compliance with the applicable SCM Legislative Framework.
- b. Compliance with the Bid Specifications Committee (BSC)/ Bid Evaluation Committee (BEC)
- c. Review of the Bid Specifications documents, Bid Evaluation Documents (including the submitted 100 tender documents by all bidders)
Compile a report based on the tender process followed from BSC and BEC, Submit a probity audit report to BAC
- d. Present the probity audit report to the Bid Adjudication Committee if applicable

The above (Item a-d) to be completed within 3-4 business days for 100 documents.

Mandatory requirements from the service provider as part of the functionality.

1. Submission of 5 reference letters for work performed must not be older than 2018, on client`s letterhead, whereby probity audit have been conducted. The reference letters completed, signed by the client (s) previously serviced. Reference letters which incomplete or not in compliance with the above requirement will not be considered for evaluation. Information to be supplied: (Contactable references) with name of the client, contact details, contact person and phone number), scope of work, period when the service was rendered e.g. January 2018 to December 2020.
2. Qualifications and experience of the proposed team performing the the Internal Audit Reviews including SCM and Tender Probity reviews: The following is required for the team members:- CV's, and certified copies of qualifications.
 - Senior Auditor- Certified Internal Auditor (CIA)/ Chartered Accountant (CA(SA) with 3 to 5 years experience X1
 - Auditors- Degree in Internal Auditing/ Accounting with 1 to 2 years experience X3



Magdea RM
Acting Municipal Manager

2025/03/31
Date

HEAD OFFICE

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REGIONAL OFFICE

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