

FETAKGOMO TUBATSE LOCAL MUNICIPALITY

NOTICE AND INVITATION TO BID (TENDER)

RFQ98/24/25

Appointment of a suitably qualified service provider to conduct probity audit in respect to a tender to be awarded (94 Tender Documents)

Leadtime 3 to 4 days

Closing Date and Time: 23 January 2025

Time: 12:00

MBD FORMs MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS: kfntobeng@ftlm.gov.za OR SUBMITTED BY HAND: Fetakgomo Tubatse Local Municipality Stand No: 1 Kastania Street Burgersfort 1150

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

For further information, contact Katlego Ntobeng the SCM Senior on 013 231 1000/ 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

1 Kastania Street | P.O Box 206, Burgersfort, 1150
Tel: +27 13 231 1000 | Fax: +27 13 231 7467

REGIONAL OFFICE

Stand No. 1, Mashung, Ga-Nkvana | P.O Box 818, Apel, 0739
Tel: +27 15 622 8000 | FAX: +27 15 622 8026

- MBD 1, 4, 6.1, 8 and 9 forms must be fully completed, signed and initialled.
- 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 summary on the above.

Specific Goal

80: Price

20: Specific Goal – Within RSA

Attach – (CK – company registration) (or Municipal rates) for Address on the company

REQUIREMENT / 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 Specification document, Bid Evaluation documents (including the submitted 94 tender documents by all the bidders)
Compile a report based on the tender process followed from BSC and BEC) Submit a Probity Audit for BAC
- d) Present the Probity Final Audit to the Bid Adjudication Committee.

The above (item a – d) to be completed within 3 – 4 working days for 94 documents.

Mandatory Requirement from the Service Provider

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 letter must be completed, signed by the client(s) previously serviced. Reference letters, which are incomplete or not in compliance with the above requirement will not be considered for evaluation.) Information to be supplied: (Contactable references) • 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 & experience of the proposed team performing 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 x 3



Acting Municipal Manager
Magooa RM

2025/01/17
Date