

APPOINTMENT OF MULTIPLE SERVICE PROVIDERS FOR PROVISION OF INTERNAL AUDIT & FORENSIC INVESTIGATION SERVICES AT POLOKWANE INTERNATIONAL AIRPORT.

1. INTRODUCTION:

Gateway Airport Authority Limited (GAAL) seeks to appoint suitable qualified, reputable, and experienced multiple service providers for rendering Internal audit and Forensic Investigation services for a period of 36 months at Polokwane International Airport.

2. BACKGROUND:

In terms of section 51(1)(a) of the Public Finance Management Act, that require an accounting authority for public entity to ensure that a public entity has and maintains a system of internal audit under the control of an audit committee and Treasury regulation 27.2.5 that requires internal audit be conducted in accordance with the standards set by the Institute of Internal Auditors.

The Entity`s organisational structure does not cater for internal audit function which resulted into out-sourcing of internal audit services.

Airport is therefore required to appoint multiple service providers who are acquainted with the Internal audit and forensic investigation services to provide such services for the period of 36 months.

3. SERVICES TO BE PROVIDED:

- ❖ The service provider will be expected to provide the airport with a qualified internal auditor for audits and investigators for forensic investigations.

- ❖ The service provider will be expected to develop a three (3) year internal audit plan and annual internal audit plan based on the risk assessment report and ensure approval by the Audit and Risk Committee.
- ❖ The service provider will be responsible to ensure that Internal Audit charter is approved by the Audit Risk Committee.
- ❖ The service provider will be expected to execute an approved internal audit plan and report progress on a quarterly basis to Audit and Risk committee.
- ❖ The service provider will be responsible for the development of their internal auditors.
- ❖ The service provider will be responsible for the independent quality assurance of the work done.
- ❖ The service provider will be expected to conduct forensic investigation and other investigation as and when it is required.
- ❖ Submit the cost in rate per hour for officials.
- ❖ Submit the cost for the year.

Pricing schedule

Description	Unit	Rate
The bidder will indicate what is the rate per hour per officials in a project.	Per Internal Auditor	
	Per Senior Auditor	
	Per Lead Auditor	
	Per Director	

The bidder must tender his total cost per hour per officials to perform investigation service during normal working hours	Per Investigator	R
	Per Lead Investigator	R
	Per Director	R
The bidder must indicate travelling fee per kilometre	Rate per km	R

Bidders to indicate their category services of their choice where they will be able to render services as and when required

Category/Electrical Services	tick (✓)
Internal Audit service	
Forensic Investigation	

4. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, functionality, and preference point system;

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation Criteria (Gate 2)
Suppliers must submit all documents as outlined in paragraph 4.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and B-BBEE).	Supplier(s) will be evaluated on price (weighted price) and B-BBEE claimed points. B-BBEE certificate (by SANAS recognised agency) or CIPC / Original Sworn signed Affidavit

4.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Pricing Schedule (Firm price) – SBD 3.1	YES	Complete (it must be submitted in a separate envelope) .
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE. B-BBEE certificate (by SANAS recognised agency) or CIPC / Original Sworn signed Affidavit
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
Bidders must be registered with relevant professional body	Yes	Supplier must submit proof of valid membership accreditation.

Pricing Schedule	YES	Pricing structure must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.
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4.2 Gate 2: Functionality Evaluation Criteria

All suppliers are required to respond to the functionality evaluation criteria.

Only suppliers that have met the administrative requirements in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Suppliers will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Gate 2 for Price and B-BBEE evaluations; and

Evaluation Criteria for Functionality is as Follows:

CRITERIA	POINTS	SCORING CRITERIA
Number of relevant projects completed, as selected on par 3. (attach contactable reference letters)	40	Project 1 - 3 = 10 Project 4 - 5 = 20 Project 6 - 7 = 30 8 and more projects = 40
Technical team relevant experience as selected on par 3. (attach comprehensive CV`s)	40	1 – 3 years = 10 4 - 5 years = 20 6 – 7 years = 30 8 years and more = 40

<p>Proof of Financial Stability</p> <p>The bidder/s is required to demonstrate financial ability to execute the contract to ensure prompt delivery for the entity to meet its operational requirement.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> ▪ A bank statement not older than three months showing availability of funds not less than R 30 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder in relation to this bid should they be successful. 	20	<p>Non-submission = 0</p> <p>Submission = 20</p>
TOTAL	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	70	

The maximum points that can be scored on functionality equals to 100. Suppliers scoring less than 70 points will be disqualified.

Suppliers that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying quotations will be evaluated in terms of the 80/20.**

4.3. Gate 2: Preference Point System,

Only bidders that have met the 70 points thresholds in Gate 1 will be evaluated in Gate 2 for price and B-BBEE

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for B-BBEE as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
B-BBEE	20
Total	100

5. SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

5.1. Terms and conditions:

5.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to charge the proposal. Such permission will only be granted in exceptional circumstances.

5.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

5.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

5.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except

where required by law, and without liability to compensate or reimburse any Prospective service providers.

5.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

5.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

5.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

5.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

5.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;

f) Any other information necessary to permit full appraisal of its functioning.

5.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

5.1.11. The preferred Bidder(s) will be required to enter into a Service Level Agreement (SLA) prior to appointment.

5.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

6.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.

6.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

6.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

7. BID SUBMISSION

All bids and supporting documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time.

Suppliers are required to submit their bids and supporting documents in a clearly marked envelopes as follows:

REQUIRED DOCUMENTS	PRICE & B-BBEE
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 3: Pricing Schedule/Quotation
Exhibit 2: <ul style="list-style-type: none"> • Functionality Responses and Bidder Compliance Checklist for Technical Evaluation • Supporting documents for technical responses. <i>(Refer to Section 4.2 - Gate 1: Functionality Evaluation Criteria)</i> 	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017. B-BBEE certificate (by SANAS recognised agency) or CIPC / Original Sworn signed Affidavit

6. PROJECT ENQUIRIES

For technical enquiries:

Contact person: Mr Percy Khumalo

E-mail address: percy.khumalo@gaal.co.za

For administrative enquiries:

Contact person: Mr Julius Ramatjie

Email address: scmgroup@gaal.co.za