

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA21-2025	CLOSING DATE:	23 JANUARY 2026	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF AN APPROPRIATELY QUALIFIED SERVICE PROVIDER/S WITH SUITABLE EXPERIENCE TO RENDER INTERNAL AUDIT SERVICES AND FORENSIC INVESTIGATION ON BEHALF OF THE DEPARTMENT ON AN "AS-AND-WHEN REQUIRED" BASIS, OVER A PERIOD OF THREE (3) YEARS, WITH AN OPTION TO EXTEND WITH A FURTHER TWO (2) YEARS SUBJECT TO SATISFACTORY PERFORMANCE AND AVAILABILITY OF FUNDS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE SILVER TENDER BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets, Hallmark Building					
230 Johannes Ramokhoase Street, Pretoria					
0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lettie Mbatha Ngobile Chonco		CONTACT PERSON	Harold Chiloane	
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2789		TELEPHONE NUMBER	(012) 406 4281	
E-MAIL ADDRESS	Lettie.Makhudu@dha.gov.za Ngobile.Chonco@dha.gov.za		E-MAIL ADDRESS	harold.chiloane@dha.gov.za	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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 2022, 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:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A Joint Venture, Consortium or Trust agreement signed by all companies forming a Joint Venture, Consortium or Trust.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a Joint Venture, Consortium or Trust.
 - iii. A Central Supplier Database (CSD) Report for all companies that form part of a Joint Venture, Consortium or Trust.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
 - v. SBD 1, SBD 3, SBD 4, & SBD 6 forms must be completed using the Joint Venture, Consortium or Trust information or the lead partner as indicated on the Joint Venture, Consortium or Trust agreement.
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.

- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Processing of the Bidder's Personal Information

- 1.20. All personal information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this bid is collected and processed to assess the strength and competitiveness of the proposal. The evaluation and award of the contract shall be conducted following applicable legislation, policies, and standards. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom DHA is compelled by law to provide such information. For example, where appropriate, DHA is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 1.21. All Personal Information collected will be processed under Protection of Personal Information Act (POPIA).
- 1.22. The following persons will have access to the Personal Information that has been collected:
 - a) DHA personnel participating in procurement/award procedures; and
 - b) Members of the public: when the bid is awarded, some of the following information will have to be made available on the National Treasury's e-Tender portal and DHA website:
 - Contract description and bid number

- Names of the successful bidder(s) and preference points claimed
- The contract price(s) (if possible)
- Contract period
- Names of directors; and
- Date of completion/award

1.23. In signing the bid document, the Bidder consents to the use of its Personal Information for the purposes as specified in the paragraphs above

Cost of Bidding

1.24. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

1.25. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:

- i. Instruction to Bidders;
- ii. Technical Bid;
- iii. Terms of Reference;
- iv. Evaluation Criterion;
- v. Financial Bid;

1.26. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.27. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.28. Briefing session.

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Monday, 08 December 2025 at 10h00 to 11h00.

https://teams.microsoft.com/join/19%3ameeting_NTFkYWVvKMDQtNTg4YS00MDI5LTlkZDgtZDgxMmE3NTMwYzM0%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d

Amendment of Tender Documents

- 1.29. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.30. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.31. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

- 2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 2.2. The bid prepared by the Bidder shall comprise the following components:

- a) **Technical Bid, including:**

- i. Invitation to Bid (SBD 1)
 - ii. Tax Clearance Certificate
 - iii. Bidder's Disclosure (SBD4)
 - iv. Preferential Points Claim Forms (SBD 6.1)
 - v. General Conditions of contract
 - vi. CSD report

- vii. **Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
- The contact details of the authorised person including the telephone number or work cell number and the email address.

- viii. Completed Technical Specification Document

- b) **Financial Bid, comprising:**

- i. Price Schedule & Professional services (SBD 3)
 - ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:

- All duties and other taxes;
- The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
- The price of any other incidental services required in terms of the tender deliverables;

- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**
- 2.11 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs

Cnr. Thabo Sehume and Johannes Ramokhoase Streets, Hallmark Building

230 Johannes Ramokhoase Street
Pretoria
0001

- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.

- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;
 - Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 - Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.

- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA21-2025

THE APPOINTMENT OF AN APPROPRIATELY QUALIFIED SERVICE PROVIDER/S WITH SUITABLE EXPERIENCE TO RENDER INTERNAL AUDIT SERVICES AND FORENSIC INVESTIGATION ON BEHALF OF THE DEPARTMENT ON AN “AS-AND-WHEN REQUIRED” BASIS, OVER A PERIOD OF THREE (3) YEARS, WITH AN OPTION TO EXTEND WITH A FURTHER TWO (2) YEARS SUBJECT TO SATISFACTORY PERFORMANCE AND AVAILABILITY OF FUNDS.

CLOSING DATE AND TIME OF BID:

23 January 2025 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Monday, 08 December 2025 at 10h00 to 11h00

Link to the virtual meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTFkYWVkbMDQtNTg4YS00MDI5LTlkZDgtZDgxMmE3NTMwYzM0%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d

DISCLAIMER

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za.

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs
Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable service provider(s) to establish a panel of Internal Audit service providers and Forensic Investigators for the Department of Home Affairs (DHA) on an “as-and-when required” basis for a period of three (3) years, with an option to extend with a further two (2) years subject to satisfactory performance and availability of funds.

BACKGROUND

2. The Department of Home Affairs (DHA) invites proposals for the establishment of a panel of qualified Internal Audit service providers and Forensic Investigators for a fixed term of three (3) years.
3. The objective of this request for proposals is to identify suitably qualified and experienced auditors across specific areas of internal auditing, as well as to build a pool of forensic investigators with the requisite expertise. This is necessary due to the often unplanned and unpredictable nature of forensic assignments and investigations.
4. The selected panel of service providers must collectively demonstrate the technical capability, functional expertise, and relevant experience required to deliver the specified services effectively.
5. This RFP outlines the detailed service requirements against which contracts will be awarded. Service providers who meet the compliance criteria and are appointed to the panel will be allocated assignments on a rotational basis, considering their availability, capacity, skills, experience, and any other relevant considerations specific to each engagement.

SCOPE AND EXTENT OF THE TENDER

6. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:
 - 6.1 Internal Audit derives its mandate from the Audit Committee and the Accounting Officer, in terms of:
 - The PFMA and Treasury Regulations.
 - The Standards of the Institute of Internal Auditors (IIA).
 - The department’s Internal Audit Charter.
 - King V Principles on governance.
 - 6.2 The successful bidder will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:
 - **Category 1 – Internal Audit services**
 - **Category 2 – Forensic Investigations**

In delivering the required services in each category, the bidders should be able to provide the following key deliverables:

CATEGORY 1 – Internal Audit services

The Internal Audit scope shall include but not be limited to:

- **Internal audit reviews** – execution of detailed internal audit reviews in line with Global Internal Audit Standards and applicable public sector laws and regulations of the following key areas:
 - Risk-based audits and Governance;
 - Financial statements reviews;
 - Audit of Performance Information;
 - Compliance and Regularity audits.
- **Information systems audit reviews** – execution of detailed information systems audit reviews of the following key areas:
 - Perform applications control systems reviews including system Interfaces, and data analysis reviews;
 - Perform ICT governance (alignment with COBIT, King V) and general controls reviews; including user account management, change management and backups;
 - Perform Disaster Recovery reviews and business continuity;
 - Perform Cyber Security reviews, Network security reviews, database security reviews, network vulnerability assessment and penetration testing, Intrusion detection system (IDS) review, Firewall security review, Antivirus, patch management review;
 - Data protection and compliance with privacy regulations.
- **Project Governance assurance** – execution of detailed project governance review of the following key areas:
 - Perform project governance reviews
 - Perform feasibility study reviews
 - Perform project management reviews
 - Perform post implementation reviews
 - Perform reviews of the system development life cycle for new computer systems implemented or planned to be implemented.
- **Perform performance audits and contract/ project reviews** focusing on the Economy, Efficiency and Effectiveness (3 E's).
- **Consulting assignment** – perform consulting assignments as described in the DHA internal Audit methodology:

- Advisory services on risk and control issues;
- Input on system, process, and policy design (without management responsibility);
- Capacity building and knowledge transfer;
- Ad-hoc reviews.
- **Combined Assurance** – coordinate and facilitate the Combined Assurance activities of various assurance providers:
 - Contribute to the development of the Combined Assurance Plan.
 - Map assurance activities to key risks across the three lines of defence.
 - Provide consolidated assurance reports to the Audit Committee.
 - Report on the adequacy, effectiveness, and coordination of combined assurance.
- **Quality Assurance** – perform periodic assessments to assess conformance with the internal audit charter, the Standards, the Code of Ethics, and the efficiency and effectiveness of internal auditing in meeting the needs of its various stakeholders.

CATEGORY 2 – Forensic Investigations

The scope of forensic investigation services to be provided by the appointed service provider shall include, but not be limited to, the following areas:

- **Fraud and Corruption Investigations:**
 - Examination of allegations relating to theft, fraud, corruption, collusion, bribery, and misappropriation of funds.
 - Detection and investigation of irregular transactions and conflict-of-interest cases.
- **Financial Misconduct**
 - Review of financial records to detect falsification of documents, misstatement of accounts, or unauthorized transactions.
 - Investigation of procurement fraud, irregular expenditure, and fruitless and wasteful expenditure.
- **Supply Chain and Procurement Irregularities**
 - Investigation of bid-rigging, collusion, fronting, and undue influence in the awarding of tenders/contracts.
 - Assessment of deviations, contract splitting, and supplier kickbacks.
- **Employee Misconduct and Maladministration**
 - Investigations into employee fraud, abuse of overtime, falsification of qualifications, and ghost employees.
 - Cases of negligence, dereliction of duty, and abuse of organizational resources.

- **Information and Cyber Forensics**

- Examination of electronic evidence (emails, databases, system logs, mobile devices, etc.).
- Investigation of data theft, cyber fraud, manipulation of records, and unauthorized system access.

- **Asset Misuse and Misappropriation**

- Misuse of Department property, motor vehicles, fuel, or equipment.
- Unauthorized disposal or misappropriation of organizational assets.

- **Forensic Data Analytics**

- Use of forensic tools and techniques to detect anomalies, duplicate payments, ghost suppliers, and suspicious trends.

- **Legal and Disciplinary Support**

- Preparation of investigation reports that are admissible in legal and disciplinary proceedings.
- Provision of expert testimony in disciplinary hearings, arbitration, and courts.

Note: Bidders must indicate their preferred category(ies) on the prequalification criteria in line with their expertise and failure to do so will result in elimination.

SPECIAL CONDITIONS OF CONTRACT

7. To achieve the above, the successful bidder will be required to meet the following requirements:

- The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
- **Panel Structure and Allocation of Work**
 - Appointment is to a panel of service providers, not a guarantee of work and work will be allocated on a rotational or needs-based basis, considering expertise, resources, and past performance.
 - The department reserves the right to reallocate work if the appointed provider fails to deliver.
- **Independence and Conflict of Interest**
 - The prospective service providers must be in good standing in all respects including ethically and professionally.
 - Service providers must maintain independence from management and operations.
 - Service providers must not participate in other departmental contracts that may potentially impair their independence and objectivity.
 - Any actual, potential, or perceived conflicts of interest must be declared in writing immediately.
 - Breach may lead to termination.

- **Quality Standards**

- All work must comply with the following documents and Poor-quality deliverables may be rejected, and rework must be done at the provider's cost:
 - Global Internal Audit Standards (GIAS).
 - The department's Internal Audit Charter.
 - PFMA and Treasury Regulations.
 - King V Code on Corporate Governance.

- **Confidentiality and Data Protection**

- All information obtained during assignments is confidential and service providers must comply with POPIA and any other applicable data privacy laws.
- Confidential information must not be disclosed to third parties without written consent.

- **Performance Monitoring**

- The Audit Committee and Internal Audit Unit will conduct regular performance reviews based on timeliness, quality, and value-add.
- Consistent underperformance may result in removal from the panel.

- **Key Personnel**

- Named key personnel in the bid must remain assigned.
- Any changes require prior written approval.
- Replacement staff must have equivalent or higher qualifications and experience.

- **Vetting and Security Clearance**

- All personnel assigned by the service provider to perform audit services under this contract may be subject to security vetting and clearance by the Department or the relevant State Security Agency (SSA). This may include background checks, criminal record screening, financial checks, and verification of qualifications.
- The Department reserves the right to reject or request the replacement of any service provider personnel who fail to obtain the required clearance or who are deemed unsuitable due to security, ethical, or legal concerns.
- The service provider shall ensure that no unauthorised personnel are given access to departmental information, premises, or systems without prior written approval. Failure to comply with this condition may result in contract termination or legal action.
- Only South African Citizens Professionals to be allowed to participate.

- **Fees and Payment Terms**

- Fees will be based on the rates submitted in the tender.
- Payment is subject to satisfactory completion of work and approval of deliverables by the delegated official.
- No advance payments will be made.

- **Legal Compliance**

- The service provider must comply with all relevant legislation (PFMA, Companies Act, Labour Laws, B-BBEE requirements, etc.).

- **Ownership of Work**

- All documents, reports, and data produced under this contract remain the property of the Department.
- The provider shall not use or publish them without prior written consent.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

8. The primary deliverables to be achieved:

8.1. The successful bidders for Internal Audit Services will be expected to execute and conduct the following tasks for the Department in line with Global Internal Audit Standards and applicable public sector laws and regulations:

- **Engagement Planning**

- A comprehensive document outlining the audit objectives, scope, approach, key risks, resource requirements, timelines, and alignment to the department's strategic and operational risks.
- Identification and documentation of key risks and controls, informed by the department's risk register, prior audit findings, and consultations with management.
- Development of structured, risk-based audit procedures tailored to the engagement area and in line with applicable legislation, regulations, and internal control frameworks.

- **Ongoing Supervision and Review**

- Defined supervisory roles, responsibilities, and processes to ensure effective oversight, quality assurance, and timely issue escalation during all phases of the engagement.
- Continuous monitoring of audit execution through working paper reviews, progress tracking, and periodic team briefings, ensuring compliance with the PFMA and relevant Treasury regulations.

- **Audit Report Requirements**

- Deliver a comprehensive internal audit report for each audit assignment undertaken, in line with the approved Internal Audit Plan.

- Each report must include an executive summary, audit objectives and scope, methodology, detailed findings aligned to risk ratings (i.e., high, medium, low), as well as clear, practical, and implementable recommendations.
 - The report must also reflect management's responses and agreed corrective actions, including implementation timelines.
 - All reports must conform to the standards set by the Institute of Internal Auditors (IIA) and be aligned with the principles of good governance, accountability, and financial management as outlined in the Public Finance Management Act (PFMA), Act No. 1 of 1999.
 - The department expects one final audit report per engagement, submitted in both PDF and editable Word formats.
- **Timelines for Deliverables**
 - All deliverables must be provided within specific timeframes to support timely decision-making and compliance with statutory reporting cycles.
 - A preliminary audit report must be submitted to the Chief Audit Executive (or designated official) within ten (10) working days of completing fieldwork.
 - Management responses must be incorporated, and the final audit report must be submitted within five (5) working days thereafter.
 - Any required presentations must be delivered within five (5) working days of final report submission, or as agreed with the Audit Committee Secretariat.
- **Submission of Audit Working Papers**
 - The service provider must also submit a full and well-documented set of audits working papers for each audit conducted.
 - These working papers must clearly demonstrate audit planning, procedures performed, evidence gathered, and how conclusions were reached.
 - They should be sufficiently detailed to support all findings and recommendations included in the audit report.
 - The department requires that all working papers be indexed, securely stored, and submitted electronically through an agreed secure platform or encrypted medium, in compliance with the department's records management, data protection protocols and the audit management tool in use.
- **Presentations to Oversight Structures**
 - Where applicable, the service provider will be expected to deliver presentations to the Audit Committee and/or Executive Management.
 - These presentations should highlight key findings, associated risks, and management's agreed actions.

- The presentation must be professional, succinct, and accompanied by a well-prepared slide deck (PowerPoint or PDF).
- This ensures that leadership and oversight structures, as required under the PFMA and Treasury Regulations, are adequately informed and empowered to act on audit outcomes in a timely manner.

- **Language, Customization, and Confidentiality**

- All deliverables must be submitted in English, and must be customized to the operational context, risks, and compliance environment of the department.
- Generic or template-style reports that are not tailored to the specific audit area will not be accepted.
- Service providers are also expected to uphold the highest standards of confidentiality, integrity, and compliance with applicable legislation, including the PFMA, Treasury Regulations, and internal departmental policies.

- **Staffing Requirements and Skills transfer**

- In some instances, the service provider will be required to provide suitable staff to execute the project under the guidance and supervision of the DHA Project Manager for the particular audit.
- In other instances, the whole project will be outsourced and the service provider will be required to execute the audit from the initial planning phase to the final report. In such projects it will be expected of the service provider to co-opt at least one DHA Internal Auditor to enable opportunities for learning and skills transfer.

8.2. The successful bidders for forensic investigation will be required to produce the following deliverables, in line with professional forensic investigation standards and applicable legislation:

- **Investigation Plan and Scope**

- A formal investigation plan must be submitted at the outset of each assignment, clearly outlining the objectives, scope, methodology, required resources, timelines, and key risks. The plan must be agreed and signed-off by the client prior to commencement.

- **Evidence Collection and Preservation**

- The service provider must ensure the proper collection, safeguarding, and preservation of all evidence, including documents, electronic data, and physical evidence. This must comply with chain-of-custody protocols, data protection legislation (POPIA), and recognized forensic best practices.

- **Interviews and Statements**

- Structured interviews must be conducted with implicated employees, witnesses, and relevant stakeholders. Signed written statements must be obtained where necessary. The process must be fair, confidential, and compliant with labour-relations and legal requirements.

- **Draft Forensic Report**

- A draft forensic investigation report must be submitted for factual verification and management comment. The report should include the background, scope, methodology, evidence summary, and preliminary findings. Draft reports are expected within fifteen (15) working days after the completion of fieldwork.

- **Final Forensic Investigation Report**

- A comprehensive final report must be delivered, incorporating management's responses and addressing factual accuracy. The report must be professional, court-ready, and suitable for use in disciplinary hearings, arbitration, and litigation. It should include the executive summary, detailed evidence analysis, identification of implicated individuals/entities, quantification of losses (if applicable), root causes, and recommendations for corrective action. The final report is expected within ten (10) working days after receiving management's comments on the draft.

- **Evidence Pack for Legal or Disciplinary Proceedings**

- The service provider must prepare a properly indexed and referenced evidence pack, maintaining chain-of-custody standards. This evidence must be suitable for use in internal hearings, civil recovery processes, and criminal prosecution.

- **Testimony and Legal Support**

- The service provider must be available to provide expert witness testimony in internal disciplinary hearings, arbitration, or court cases, as required. This includes preparation of affidavits and case support in collaboration with the client's legal representatives.

- **Post-Investigation Feedback and Recommendations**

- A formal presentation of findings must be made to management, the Audit Committee, or other relevant oversight structures. This presentation must include lessons learned and practical recommendations for strengthening internal controls, fraud risk management, and governance processes. A closure report must also be submitted within ten (10) working days of the final report.

- **Project Completion investigation work**

- Completion of the investigation work within the allocated time and budget, compliance with key standards and procedures and safeguarding and confidentiality of client's information

LOGISTICS AND TIMING

- **Project location(s):**

- The primary location for the project shall be the Head Office of the Department of Home Affairs, located at the Hallmark Building. However, depending on the outcomes of risk assessments conducted during the planning phase of engagement projects, service providers may be required to travel to various Department of Home Affairs service points across the country. These travel requirements will be determined on a case-by-case basis, aligned with project needs and associated risks.

- **Expected commencement date:**

- The contract will commence following the awarding of the tender, upon receipt of the signed acceptance letter and the completed SBD 7.2 form from the appointed service provider(s).

- **Project period:**

- The contract period shall be 36 months, with an option to extend with a further two (2) years subject to satisfactory performance and availability of funds.

- **Bid proposal**

- The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
 - ❖ The bidding company's profile,
 - ❖ Project plan,
 - ❖ The pricing information.
 - ❖ Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
- Bid documents may either be submitted through a courier services or hand delivered to the silver tender box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the silver tender box by the closing time and date.**
- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:

- ❖ One (1) original technical bid document;
- ❖ One (1) original financial bid document and;
- ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

- **Fee structure**

- The fees for Internal Audit services and Forensic Investigation will be the fees as stipulated in The South African Institute of Chartered Accountants Circular 1/2025/26 Guideline on Fees for Audits Done on Behalf of the Auditor-General South Africa (AGSA).
- These rates apply from 1 April 2025 to 31 March 2026 and will escalate on 1 April annually in line with the circular from The South African Institute of Chartered Accountants.
- The Service Provider is to provide the following in the bid:
 - Rate of the partner proposed for the bid.
 - Rate per category of staff proposed for the bid.
 - Rates per resources including specialized areas must be provided for the three (3) years.

Internal Audit Services

Professional Resources	Hourly Rate Year 1 (Rands)	Hourly Rate Year 2 (Rands)	Hourly Rate Year 3 (Rands)
Director or equivalent			
Audit Manager or Equivalent			
Senior Internal Auditor or Equivalent			
Internal Auditor or Equivalent			
Information Systems Auditor (ISA) specialist or equivalent			
IT Security Specialist			
VAT (15%)			
Average total rate			

Forensic Investigation

Professional Resources	Hourly Rate Year 1 (Rands)	Hourly Rate Year 2 (Rands)	Hourly Rate Year 3 (Rands)
Director or equivalent			
Project Manager or equivalent			
Senior forensic investigator or equivalent			
Forensic investigator or equivalent			
Legal Specialist			
VAT (15%)			
Average total rate			

Note: Disbursements will be capped at 10% of the contract / engagement amount.

EVALUATION STAGES

9. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory Briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes
Stage 2	Pre-qualification criteria evaluation.	Yes
Stage 3	Mandatory requirements evaluation.	Yes
Stage 4	Functionality requirements evaluation.	Yes
Stage 5	Price and Specific goals.	Yes

Stage 1A: Briefing session

- Non-compulsory briefing session will be held virtually.

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	

DHA21-2025

No.	Compliance Checklist	Yes / No
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria evaluation.

- Compliance with the prequalification requirements.
- Bidders who fail to meet the prequalification requirements will be disqualified.

Pre-qualification criteria	Comply	Do not comply
The Bidder must select the area/s they are bidding for in the table below and provide the names and surnames of the designation below. Bidders who fail to indicate the names and surnames of all the designation in either category which they have selected will be disqualified.		
EVIDENCE: Tick, complete, sign and date the document below:		

Area of bidding	Tick (X)	Designation	Name and Surname
Category 1 – Internal Audit Services		Director or equivalent	
		Audit Manager or Equivalent	
		Senior Internal Auditor or Equivalent	
		Internal Auditor or Equivalent	
		Information Systems Auditor (ISA) specialist or equivalent	
		IT Security Specialist	
Category 2 – Forensic Investigations		Director or equivalent	
		Project Manager or equivalent	
		Senior forensic investigator or equivalent	
		Forensic investigator or equivalent	
		Legal Specialist	

Signature:.....

Date:.....

Stage 3: Mandatory requirement evaluation.

- Compliance with the mandatory requirements. Prospective bidders who fail to meet the mandatory requirements will be disqualified.
- Only bidders who have complied with the following mandatory requirements will be evaluated for functionality.
- **Bidders will have to meet the mandatory requirement which they have chosen as per their pre-qualification criteria.**

Category 1 – Internal Audit Services

Mandatory Requirements 1		Comply	Do not comply
Resources qualifications and experience Qualification and experience of committed key personnel. Committed key personnel must constitute: • Director or equivalent • Audit Manager or equivalent • Senior Internal Auditor or equivalent • Internal Auditor or equivalent • Information Systems Auditor (ISA) specialist or equivalent • IT security Specialist			
Director or equivalent	NQF Level 8 Qualification or CIA or CA(SA) or RA or RGA, with a minimum of 10 years' relevant experience.		
Audit Manager or Equivalent	NQF Level 7 Qualification or CIA or CA(SA) or RA or RGA, with a minimum of 7 years' relevant experience.		
Senior Internal Auditor or Equivalent	NQF Level 7 Qualification or CIA or CA(SA) or RA or RGA, with a minimum of 5 years' relevant experience.		
Internal Auditor or Equivalent	NQF Level 6 (3 years' diploma) or higher Qualification in Internal auditing or accounting or CIA or CA(SA) or RA or RGA, with a minimum of 3 years' relevant experience.		
Information Systems Auditor (ISA) specialist or equivalent	NQF Level 7 Qualification in Information Technology (IT) or information systems or computer science or CISA or CISM with a minimum of 3 years' relevant experience.		
IT Security specialist	NQF Level 7 Qualification in IT or computer Science and 1 professional Certification as a Certified Ethical Hacker (CEH) or Certified Information System Security Professional (CISSP), or Computer Hacking Forensic Investigator (CHFI) with a minimum of 3 years' relevant experience.		

Mandatory Requirements 1	Comply	Do not comply
Evidence: Bidders must provide certified copies of qualification and CV's or resume of each committed key personnel supporting their years of experience must be provided.		

Mandatory Requirements 2		Comply	Do not comply
Membership with professional bodies Certificates of membership with the relevant professional bodies for each member of the committed key personnel.			
Director or equivalent	Membership with the relevant professional bodies.		
Audit Manager or Equivalent	Membership with the relevant professional bodies.		
Senior Internal Auditor or Equivalent	Membership with the relevant professional bodies.		
Internal Auditor or Equivalent	Membership with the relevant professional bodies.		
Information Systems Auditor (ISA) specialist or equivalent	Membership with the relevant professional bodies.		
IT Security specialist	Membership with the relevant professional bodies.		
Evidence: Committed key personnel proof of valid membership or confirmation letter by the relevant professional bodies, must be in line with any of the professional bodies listed below. • Institute of Internal Auditors (IIA) • Information Systems Audit and Control Association (ISACA) • South African Institute of Chartered Accountants (SAICA) • Independent Regulatory Board of Auditors (IRBA) • South African Institute of Government Auditors (SAIGA) • South African Institute of Professional Accountants (SAIPA) • The Chartered Institute of Management Accountants (CIMA)			

Category 2 – Forensic Investigations

Mandatory Requirements 1	Comply	Do not comply
Resources qualifications and experience Qualification and experience of committed key personnel. Committed key personnel must constitute: • Director or equivalent		

DHA21-2025

Mandatory Requirements 1		Comply	Do not comply
• Project Manager or equivalent • Senior Forensic investigator or equivalent • Forensic investigator or equivalent • Legal Specialist			
Director or equivalent	NQF Level 8 Qualification or higher post-graduation qualification in legal or forensics or investigations or professional certification such as (CFE, CIA, CA(SA)). with a minimum of 10 years' relevant experience.		
Project Managers or equivalent	NQF Level 7 or higher in forensic or criminal qualification. Professional certification (Certified Fraud Examiners (CFE) or Certified Forensic Investigator or Computer Hacking Forensic Investigator (CHFI) or Commercial Forensic Investigation "CFI" or Commercial Forensic Law "CFL" or Commercial Forensic Information Technology "CFIT" or Practice and Fraud Risk Management "PFRM" or Commercial Forensic Accounting "CFA. with a minimum of 7 years' relevant experience.		
Senior Forensic Investigator or equivalent	NQF Level 7 or higher in forensic or criminal qualification. Professional certification (Certified Fraud Examiners (CFE) or Certified Forensic Investigator or Computer Hacking Forensic Investigator (CHFI) or Commercial Forensic Investigation "CFI" or Commercial Forensic Law "CFL" or Commercial Forensic Information Technology "CFIT" or Practice and Fraud Risk Management "PFRM" or Commercial Forensic Accounting "CFA. with a minimum of 5 years' relevant experience		
Forensic investigator or equivalent	NQF Level 6 or higher in forensic or criminal qualification. Professional certification (Certified Fraud Examiners (CFE) or Certified Forensic Investigator or Computer Hacking Forensic Investigator (CHFI) or Commercial Forensic Investigation "CFI" or Commercial Forensic Law "CFL" or Commercial Forensic Information Technology "CFIT" or Practice and Fraud Risk Management "PFRM" or Commercial Forensic Accounting "CFA, with a minimum of 10 years' relevant experience.		
Legal Specialist	NQF Level 8 or higher post-graduation qualification in legal or forensics or investigations or criminal or professional certification in investigations or criminal or legal. 5 minimum years' relevant experience.		
Evidence: Bidders must provide certified copies of qualification and CV's or resume of each committed key personnel supporting their years of experience must be provided.			

Mandatory Requirements 2		Comply	Do not comply
Membership with professional bodies Certificates of membership with the relevant professional bodies for each member of the committed key personnel.			
Director or equivalent	Membership with the relevant professional bodies.		
Project Managers or equivalent	Membership with the relevant professional bodies.		
Senior Forensic Investigator or equivalent	Membership with the relevant professional bodies.		
Forensic investigator or equivalent	Membership with the relevant professional bodies.		
Legal Specialist	Membership with the relevant professional bodies.		
Evidence: Committed key personnel proof of valid membership or confirmation letter by the relevant professional bodies, must be in line with any of the professional bodies listed below. • Association of Certified Fraud Examiners (ACFE) • Institute of Commercial Forensic Practitioners (ICFP) • South African Society of Forensic Documents Experts (SASFDE) • The Law Society of South Africa (LSSA)			

Stage 4: Functionality requirements evaluation

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 points split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- The technical proposal will be evaluated out of 100 points with a threshold of 60 points.
- Bidders that score less than minimum of **60 points** will be disqualified.
- Bidders must score a minimum of **60** points on functionality to qualify for further evaluation on price and preference points.

CATEGORY 1 – Internal Audit Services

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
1.	Methodologies, Frameworks, Tools and Software's	Provide Methodology/Frameworks, data mining tools and software your audit approach to the following: • Internal audit reviews including risk-based audit, regularity audits financial statement review and Audit of Performance Information = 5 points		

DHA21-2025

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
		- Information systems reviews including applications and general controls reviews = 5 points - Specify data mining tools and software including network scanning and assessment tools utilised = 5 points - Project assurance reviews = 5 points - Quality Assurance reviews and use of Quality Assurance and Improvement Programs (QAIP) = 5 points Note: Bidders must present a comprehensive, well-defined audit methodology covering all areas indicated above. Points will not be awarded for failure to provide information requested.		
		Methodologies and frameworks	Comprehensive, well-defined audit methodology = 25 points	25
				25
2.	Internal audit reviews previous work experience	Provide previous experience in Internal audit reviews including risk-based audit, regularity audits, financial statement review and Audit of Performance Information. Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Internal Audit, risk, governance	5 positive reference letters from the client for services provided = 2 points per letter	10
		Regularity and Compliance audits	5 positive reference letters from the client for services provided = 1 point per letter	5
		Financial statement	5 positive reference letters from the client for services provided = 1 point per letter	5
		Audit of Performance Information	5 positive reference letters from the client for services provided = 1 point per letter	5
				25
3.	Information systems audit previous work experience	Provide previous experience in Information systems reviews such as, Applications control reviews, General controls reviews including ICT governance, Disaster recoveries, database administration and network performance and security. .		

DHA21-2025

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
		Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Applications control reviews,	5 positive reference letters from the client for services provided = 2 points per letter	10
		General controls reviews	5 positive reference letters from the client for services provided = 2 points per letter	10
		Network vulnerability assessment and penetration testing, Intrusion detection	5 positive reference letters from the client for services provided = 1 point per letter	5
				25
4.	Project Governance assurance previous work experience	Provide previous experience in Project Governance assurance audits. Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Project Governance assurance audits	5 positive reference letters from the client for services provided = 1 point per letter	5
				5
5.	Performance audits previous work experience	Provide previous experience in Performance audits focusing on the Economy, Efficiency and Effectiveness (3 E's). Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Performance Audits	5 positive reference letters from the client for services provided = 1 point per letter	5
				5

DHA21-2025

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
6	Quality Assurance previous work experience and Conformance certificate	Provide previous experience in the Quality Assurance reviews, including internal quality reviews and external quality assessment results. Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years. Bidders must provide a conformance certificate from an independent External Quality reviewer done in the last five years.		
		Quality Assurance review conducted.	5 positive reference letters from the client for services provided = 1 point per letter	5
		Independent external Quality Review	Conformance certificate done in the last five years = 10 points	10
				15
	TOTAL			100

CATEGORY 2 – Forensic Investigations

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
1.	Forensic Investigation Methodologies, Frameworks, Tools and Software's	Provide a Forensic Investigation Methodology, tool and software's in the following areas: - Fraud and Corruption Investigations, financial misconduct, supply chain and procurement irregularities and Employee misconduct and maladministration = 10 points - Specialized forensic services (such as Cyber forensics, Data recovery investigation and forensic) = 5 points - Specify investigation tools and software utilised = 5 points - Post reporting services and provide expert witness services and previous work experience = 5 points		

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
		Note: Bidders must present a comprehensive, well-defined Forensic Investigation methodology covering all areas indicated above. Points will not be awarded for failure to provide information requested.		
		Forensic Investigation methodology / Frameworks	Comprehensive, well-defined audit methodology = 25 points	25
				25
2.	Forensic Investigations previous work experience	Provide previous experience in Fraud and Corruption Investigations, including financial misconduct, supply chain and procurement irregularities and Employee misconduct and maladministration.		
		Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Fraud and Corruption, financial misconduct, SCM and procurement irregularities	5 positive reference letters from the client for services provided = 5 points per letter	25
				25
3.	Specialized forensic services work experience	Provide previous experience in Specialized forensic services (such as Cyber forensics, Data recovery investigation and forensic).		
		Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Cyber forensics	5 positive reference letters from the client for services provided = 2 points per letter	10
		Data recovery	5 positive reference letters from the client for	10

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
		investigation and forensic	services provided = 2 points per letter	
				20
4.	Post reporting services and provide expert witness services previous work experience	Provide previous experience in post reporting services and expert witness services. Note: Bidders must provide verifiable/contactable reference letters clearly specifying your experience in this category. Reference letters must be on client letterhead, signed and dated indicating acceptable or satisfactory level of performance and must not be older than five (5) years.		
		Post reporting services and expert witness services work performed	5 positive reference letters from the client for services provided = 2 points per letter	10
				10
5.	Independence, Objectivity and Ethics	Demonstrate independence from any parties that may be the subject of the forensic investigation and confirm that no actual, potential, or perceived conflict of interest exists that may compromise the integrity or impartiality of the investigation. Note: The bidder must outline internal policies and tools (provide a sample template) in place to ensure objectivity and professional skepticism throughout the engagement.		
		Independence and Ethics Policy	Provide an approved Independence and Ethics Policy = 5 points	5
			a sample template that clearly defines how conflicts of interest are identified, reported, and managed= 5 points	5
				10
6	Quality Control of Deliverables	Service providers must demonstrate their quality control processes for forensic investigation deliverables, including evidence verification, review and sign-off procedures, adherence to chain-of-custody principles, legal sufficiency checks, and tools/templates used for ensuring completeness and accuracy. Note: Bidders must provide supporting documentation such as sample templates,		

No.	Standard	Functional requirement category	Evidence (If you can't provide any of the evidence you score a Zero (0))	Points
		quality review checklists, and workflow diagrams.		
		Quality Control of deliverables	Provide sample templates, Approved quality review checklists = 10 points	10
				10
	TOTAL			100

Stage 5: Price and Specific Goals

- The Bidder must provide an all-inclusive price including VAT and must complete the SBD 3.3 form. **Note: Disbursements will be capped at 10% of the contract amount.**
- Bidders will further be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20-point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:**

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific

DHA21-2025

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points		goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/required documents.**

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DHA21-2025
CLOSING TIME 11:00	CLOSING DATE: 23 JANUARY 2026

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. Period required for commencement with project after acceptance of bid

4. Estimated man-days for completion of project

5. Are the rates quoted firm for the full period of contract? **Only firm prices will be accepted.**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

Where a person/s are 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. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

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

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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.

3.4 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 official bid opening or of the awarding of the contract.

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

3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

80/20 preference point system is applicable, corresponding points must also be indicated as such.

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE	

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 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]

4.6 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:

.....

.....