



BID NOTICE

RFQ: LTVETC-001/2022

APPOINTMENT OF A SERVICE PROVIDER AS INTERNAL AUDITORS TO VERIFY AND CALCULATE THE HISTORICAL 37% ALLOWANCE DATA IN LIEU OF BENEFITS

Tender documents will be available as from **08H00** on Monday, **July 25th 2022**, from the offices of the **Lovedale TVET College, 1 Amatola Row, Headquarters King Williams Town, 5601** upon a payment of non-refundable fee of **R300.00** (Three Hundred rand) for each document (by means of a bank guaranteed cheque made out directly to Lovedale TVET College or EFT using the following banking details:

ABSA Bank
Account No: 40-5519-9123,
Branch Code: 632005
Reference No. LTVETC-001/2022

Completed tender documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date must be deposited in the bid box not later than **11:00 on the 16th of August 2022.**

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the College bid box prior to the closing date and that it is not delivered to College officials. The College will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

This Tender document will be evaluated in three (3) phases as follows:

- Phase 1: Compliance, responsiveness to the bid rules and conditions (Pre-qualification evaluation)
- Phase 2: Functionality Stage, thereafter
- Phase 3: Bidders will be evaluated on PPPFA points system

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	80 points
Maximum points for BBBEE	-	20 points
TOTAL	-	100 points

STAGE 2: FUNCTIONALITY EVALUATION

Bids will be evaluated based on the functionality as detailed on below table:



FUNCTIONALITY CRITERIA	WEIGHTS
<p>1. Organisational experience and capacity in internal auditing</p> <p>Proof from three (3) contactable references indicating that relevant or similar projects were executed should be attached. Appointment and completion letters for previous projects should also be attached.</p> <ul style="list-style-type: none"> • 03 References – 30 Points • 02 References – 20 Points • 01 References – 10 Points 	30 Points
<p>2. Qualifications</p> <p>2.1 Team Leader must have the following</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Auditing • Be a certified member of a recognized Internal Auditing Body = 15 Points <p>2.2 Team member must have the following</p> <ul style="list-style-type: none"> • Degree in Internal Auditing = 10 Points 	25 Points
<p>3. Demonstrate Capacity to execute the project and available resources (Attach CV’s and certified copies of qualifications)</p> <ul style="list-style-type: none"> • Team leader must have at least ten (10) years’ experience in conducting and executing internal audits = 10 Points • Be registered with South African Revenue Service (SARS) as a Tax Practitioner or is a Tax Consultant = 5 Points • Team member(s) must have at least five (5) years’ experience involvement in conducting internal audit = 5 Points 	20 Points
<p>4. Methodology</p> <p>4.1 Approach and methodology</p> <ul style="list-style-type: none"> • Demonstrate how the intended services will be executed • Submit an action plan detailing the approach and methodology to be applied: <p>A) How the service provider will optimise and mitigate the risk of paying non-qualifying employees for the 37% allowance benefit = 10 Points</p> <p>B) Adherence to the timeline of 30 days to execute the project on receipt of relevant documentation from the College and other institutions should the service provider be successful = 10 Points</p> <p>C) Provision of practical cash flow projections considering the limitation of Cost of Employees (CoE) budget constraints = 5 Points</p>	25 Points
TOTAL	100 Points



higher education
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Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**LOVEDALE
TVET COLLEGE**

ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

SCM SPECIFIC ENQUIRIES

Enquires: **Mr M Gantsho**

Email Address: mqokeleli.gantsho@lovedale.org.za

Tel No: **087 238 2223**

TECHNICAL / PROJECT SPECIFIC ENQUIRIES

Enquires: **Mrs P Njikelana**

Email Address: pamela.njikelana@lovedale.org.za

Tel No: **087 238 2223**