

RFI 16/17 – 0086: DATABASE REGISTRATION – TO REGISTER TO RENDER ACCOUNTING AND AUDITING SERVICES TO SCHOOLS

DEPARTMENT OF EDUCATION - EASTERN CAPE PROVINCE

INVITATION TO REGISTER AS SERVICE PROVIDERS ON THE DEPARTMENTAL DATABASE FOR RENDERING ACCOUNTING AND AUDIT SERVICES TO SCHOOLS

1. INSTRUCTIONS TO SERVICE PROVIDERS

1.1 Interested service providers should complete the following *Project-Specific* schedules for purpose of registration on the database i.e.

1.1.1 Professional Membership

Refer Annexure I

Sections 43(1) – (3) of the South African Schools Act, Act 84 of 1996, defines who can be appointed to audit or review the financial affairs of a school. Service providers must indicate all affiliations and attach certified copies of proof of active membership (“Certificate of Good Standing”).

1.1.2 Physical Location and locations interested in –

Refer Annexure II

Service Providers should indicate in which district(s) do they have existing offices and within which districts can they audit schools that are-

- Within 50km travelling distance, requiring daily transport only
- Within 50 -100km travelling distance, requiring daily transport only
- Within 100 -200km, requiring transport and daily accommodation, subsistence allowances

1.1.3 Independence Certificate

Refer Annexure III

1.1.4 Capacity

Refer Annexure IV

1.1.5 Indicative Fee Structure

Refer Annexure V

1.1.6 Indicative Internal Travelling, Accommodation and Subsistence Allowance

Annexure VI

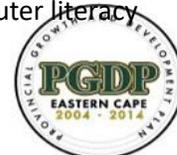
**1.1.7 List of schools audited over past 3 years
(Provide a Minimum of 3 References)**

Refer Annexure VII

1.2 The following *additional documents* must be included in the submission for registration on the department’s database i.e. certified copies of –

1.2.1 **Abbreviated CVs** in the prescribed format for each staff member intended to be used once assignments are awarded, inclusive of a general statement on computer literacy levels.

1.2.2 **Identity Documents**



Ikamva eliqaqambileyo!

1.2.3 Membership certificates

1.2.4 **Physical Address(s)** of each/all Business Office(s)

1.2.5 **Corporate Profile** of not more than 2 pages

1.3 **Standard bid documents** must be submitted in addition to the “project specific” documents.

- All submissions **MUST** be accompanied by a Valid tax clearance certificate
- Submission is only valid when **signed by the service provider**
- Please also sign and submit the attached SBD 4, 8 and 9 forms
- All service providers interested to register on our database must be registered and submit proof of their registration on the Treasury Centralized Supplier Database (CSD) which came into effect as of 1 April 2016.

In conclusion: If any prescribed document is not completed, signed off or provided as requested, your application will not be accepted.

2. PROJECT MANAGEMENT

2.1 **Project Name:** Accounting and Auditing of Schools

2.2 **Project Reference number:** RFQ 16/17 - 0086

2.3 **Deadline for submission of documents:** Tuesday, **25th November 2016**, 11h00. All submissions must be handed in at the Tender Box, Ground Floor, Eastern Cape Department of Education (ECDoE), Steve Vukile Tshwete Complex, Zwelitsha, KING WILLIAM’S TOWN. No late submissions will be accepted.

3. CERTIFICATE OF SUBMISSION

Each service provider is requested to complete the prescribed **Certificate of Submission** and place it on top of all the documents submitted. Please ensure that you record the name of your firm on each page and signing off each individual annexure as provided for.

4. ANNEXURES

Annexures are attached.

ANNEXURE I

PROFESSIONAL MEMBERSHIP

Mark with an X

No	Affiliation	X	Date Affiliated	Membership No
1	The South African Institute of Chartered Accountants (SAICA)			
2	Auditors registered in terms of the provisions of the Auditing Profession Act, 2005(CA)			
3	The Southern African Institute of Chartered Secretaries and Administrators (ICSA)			
4	The Chartered Institute of Management Accountants (CIMA)			
5	The South African Institute of Professional Accountants (SAIPA)			
6	THE IAC who have obtained the Diploma in Accountancy (IAC)			
7	The Association of Chartered Certified Accountants (ACCA)			
8	The Chartered Institute of Business Management (MCIBM)			
9	The South African Institute of Business Accountants (SAIBA)			
10	The South African Institute of Government Auditors (SAIGA)			
11	The Institute of Internal Auditors (IIA)			
12	Other *			
13	Other *			

*please provide full details of nature of professional body and full contact details, inclusive of website address.

DETAILS OF SERVICE PROVIDER	Signed
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ANNEXURE II

LOCALITY

Mark with an X

DISTRICT		EXISTING OFFICE LOCATION	FIRST CHOICE OF DISTRICTS – SCHOOLS WITHIN 50km	SECOND CHOICE OF DISTRICTS – SCHOOLS WITHIN 50 -100km	THIRD CHOICE OF DISTRICTS – SCHOOLS WITHIN 100 -200km
1	Butterworth				
2	Comvibaba				
3	Cradock				
4	Dutywa				
5	East London				
6	Fort Beaufort				
7	Graaf Reinett				
8	Grahamstown				
9	KWT				
10	Lady Frere				
11	Libode				
12	Lusikisiki				
13	Maluti				
14	Mbizana				
15	Mount Fletcher				
16	Mount Frere				
17	Mthatha				
18	Ngcobo				
19	Port Elizabeth				
20	Queenstown				
21	Qumbo				
22	Sterkspruit				
23	Uitenhage				
TOTALS					

DETAILS OF SERVICE PROVIDER	Signed

CAPACITY ANALYSIS

Please provide a summary of available capacity

NO	SURNAME, Initials	Relevant Experience (Years)	Highest Qualification	Professional Membership Reference
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
14				
16				
17				
18				
19				
20				

DETAILS OF SERVICE PROVIDER	Signed
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ANNEXURE V

INDICATIVE FEE STRUCTURE

Please provide average rate per hour per category. All rates to INCLUDE VAT where applicable

Categories – Learner Numbers (“L”)	<i>Audit Execution</i>	<i>QA and Reporting</i>	<i>Total</i>	<i>Average Rate per hour **</i>
Very Small: < 135 Learners	20	4	24	
Small: 136 - 200 Learners	30	10	40	
Medium: 201 – 500 Learners	50	10	60	
Large: 501 – 750 Learners	160	40	200	
Mega: > 750 Learners	240	60	300	

**** Please note: This project does not provide for accounting services i.e. for compiling the annual financial statements.**

DETAILS OF SERVICE PROVIDER	Signed
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ANNEXURE VI

INDICATIVE COSTS STRUCTURE

Please indicate prevailing internal arrangements, rates and conditions

ITEM	RATE / Km	INTERNAL POLICY, CONDITIONS
Travelling within 20km per day		
Travelling exceeding 20km per day		
Accommodation per day		
Daily Subsistence per day		

Please note that these rates should be regarded as "indicative rates" and that specific cost structures will be agreed on an assignment specific basis.

DETAILS OF SERVICE PROVIDER	Signed
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ANNEXURE VII

LIST OF SCHOOLS AUDITED PAST 3 YEARS

Mark with X

No	Name of School	EMIS Number	Province, District	Year(s) Reported on		
				2015	2014	2013
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Duplicate page if necessary

DETAILS OF SERVICE PROVIDER	Signed
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TEMPLATE FOR CV CURRICULUM VITAE

Proposed role in the project: Manager / Team Leader / Auditor

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
6. **Education:**

Date from - date to	Institution:	Degree(s) or Diploma(s) obtained:

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Mother Tongue			

8. **Membership of professional bodies:**
9. **Other skills:**
10. **Present position:**
11. **Months within the firm:**
12. **Key qualifications:**
13. **Specific experience (other than accounting and auditing) in the region:**

PROVINCE / DISTRICT	Date from - Date to

14. Professional experience:

Date from- Date to	Location	Company	Position	Description

DETAILS OF SERVICE PROVIDER	Signed

CERTIFICATE OF SUBMISSION

DEPARTMENT OF EDUCATION - EASTERN CAPE PROVINCE

PROJECT: ACCOUNTING AND AUDITING OF SCHOOLS

PROJECT REFERENCE: RFQ 16/17 - 0086

1. FOR OFFICIAL USE

REVIEW FOR COMPLETENESS OF SUBMISSION	CONFIRMED	REFERENCE
Signed Certificate of Submission		Official's Signature
Signed and duly completed Annexures I to VII		
Signed copy of CV for each person listed in Annexure IV		
Certified copies (4.2) for each person listed in Annexure IV		
Service Provider Qualified i.t.o. SASA section 43		

Any issue of non-compliance disqualifies the service provider from being considered for registration on the Database

2. SERVICE PROVIDER: DETAILS

Name of Service Provider	
Contact Person - Name	
Contact Person – Email Address	
Contact Person – Mobile number	
SASA section 43 compliance	Professional Membership Body:
HEAD Office - District	
Head Office - Town	

3. SERVICE PROVIDER: CONFIRMATION OF DOCUMENTS SUBMITTED

It is hereby certified that all required documents have been submitted, duly completed or certified.

Signature on behalf of Service Provider

Date

SBD 4
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaration acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;

- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors/
trustees / shareholders/ members or their spouses conduct
business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....

.....

2.11 Do you or any of the directors / trustees /shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

3 Full details of directors / trustees / members / shareholders.

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
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4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) Has been requested to submit a bid in response to this bid invitation;
- (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

SBD 9

10. 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 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder