South African Nursing Council
Regulating nursing, advocating for the public

Enquiries: Tender Administration
tenders@sanc.co.za

Bidder's Information: The Manager/Director

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…….

Dear Sir/Madam

INVITATION TO BID: SCM 01/2025/SANC: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of the service provider to provide internal audit services for the South African Nursing Council (SANC) as and when required for a period of three (3) years

You are requested to complete the tender documents and submit them in accordance with the stipulations mentioned hereunder.

1. The conditions contained in the attached annexures apply.

2. The bid must be deposited inside the **tender box** using the following two (2) methods of submission on or before the closing date and time **(04 July 2025 at 12H00).**

2.1. **Envelope 01**: This envelope is for technical/administrative documents only- one (01) original document. **Envelope 02**: This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original document.

2.2. The bidder is also required to submit the bid (technical and price proposals) in a **USB flash drive.**

3. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.

4. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System.

5. All communication should be made using an email, the cut-off date for all enquiries will be at 12H00 on **27 June 2025.**

Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa

Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377

website: www.sanc.co.za

Chairperson: Dr MC Molepo, Vice-Chairperson: Prof DR Phetlhu, Registrar and CEO: Prof NG Mtshali

6. Bid documents must be deposited inside the tender box situated at SANC Reception, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, Pretoria, 0083 before or on the closing date and time on 04 July 2025 at 12H00 South African time.

DIRECTIVE TO BIDDERS ON COMPLETION OF STANDARD BIDDING DOCUMENT FORMS OF BID PROPOSAL

1. The purpose of this document is to guide bidders on the completion of standard bidding document forms of the SANC bid.
2. The dates on all standard bidding documents must be a date which is within the bid advertising period.
3. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder).

DOCUMENT	DIRECTIVE	COMPLIED/ NOT COMPLIED
Invitation to Bid	The bidder is required to complete this document in full and be signed off. The bidder must tick (circle/erase) "**YES OR NO"** on this document. The bidder may not ignore any clause and/or write **"not applicable (N/A)"** unless it is the only option available, e.g., are you a foreign based supplier for the goods/servicers/works offered? If the answer is no, then on the questionnaire to bidding foreign suppliers. The bidder may write N/A.	
Bidder's Disclosure	This document must be completed in full and be signed off. The bidder must tick (circle/erase) "**YES OR NO"** on this document and indicate not applicable where necessary. The bidder must disclose if the company or any of its directors have an interest in other companies whether they bid or not. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and attached to the bidder's disclosure form. Information captured must be in line with what is captured in the central supplier database.	
Central supplier database report	The bidder must attach a Central Supplier Database report printed from https://secure.csd.gov.za/	
Preference points claim form	The bidder must fully complete this document and sign off. The bidder must allocate correct preference points, the preference points claimed will be verified using the following: - Identity Documents - Broad-Based Black Economic Empowerment Certificate (B-BBEE certificate) - Companies and Intellectual Property Commission disclosure certificate - medical report for disability ownership The bidder must submit the documents above to qualify for preference points.	
Pricing schedule	The bidder must complete the supplied pricing schedule and sign-off. The bidder may add other applicable costs which may not be covered by the SANC pricing schedule. In addition, the bidder must submit a detailed price quotation on the company letterhead.	
Bid proposal	The bidder must submit a detailed bid proposal in line with the specifications/terms of reference	

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL					
BID NUMBER:	**SCM 01/2025/SANC:**	CLOSING DATE:	**04 JULY 2025**	CLOSING TIME:	**12H00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS**				

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Tender Administration**	CONTACT PERSON	**Mr Tebogo Komati**
TELEPHONE NUMBER	**N/A**	TELEPHONE NUMBER	**N/A**
E-MAIL ADDRESS	tenders@sanc.co.za	E-MAIL ADDRESS	tkomati@sanc.co.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	**MAAA**
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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.
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: ……

SPECIAL REQUIREMENTS OF REQUEST FOR BIDS

1. CONTRACT PERIOD

1.1 The contract period stipulated in the terms of reference/ specification is considered a valid contract period.

1.2 SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

2. ACCEPTABLE BIDS/OFFERS

2.1 The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.

2.2 The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.

2.3 The SANC will not consider any late quotations. All bids submitted after the stipulated closing date and time will not be disqualified.

2.4 Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.

2.5 The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.

2.6 **The bids have a validity period of 120 days from date of closure.**

2.7 Where it is discovered that an advantaged company used a disadvantaged person, as a “front” to acquire a bid, such company will be disqualified, and the bid shall be withdrawn.

2.8 Only bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.

2.9 Bids will be evaluated based on mandatory requirements, functionality (if applicable), Specific goals and other conditions stipulated in the terms of reference/ specification.

2.10 The supplier/ service provider must submit all requirements indicated in the bid documents at the closing date and time of the request for the bids. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS

3.1 The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the Cecilia Makiwane Building.

3.1.1 Tenderers are required to submit a completed request for quotation pack (this documents), including:

a) Duly completed and signed bid documents.

b) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.

3.2 Any supplier/ service provider who fails to comply with any requirement of the bid, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

4. PAYMENTS

4.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: **sancinvoices@sanc.co.za.**

4.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.

4.3 Invoices should be emailed, or hand delivered to SANC timeously.

4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

5. SUPPLY / DELIVERY VALIDATION

5.1. The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.

6. TAX COMPLIANCE REQUIREMENTS

6.1. It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.

6.2. The Tax Compliance status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit the bid.

6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

6.4. The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.

6.5. Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.

6.6. The supplier/ service provider who are not tax compliant will be notified of their non-compliant status and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.

6.7. The SANC will not award a bid to any supplier/ service provider whose tax matters are not in order.

7. VALUE ADDED TAX

7.1. All contract prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

8. NEGOTIATIONS

8.1. The SANC to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

9. PRICE QUALIFICATION

9.1. Prices for this contract are firm**.**

9.2. All prices shall be quoted in South African rands (ZAR).

9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.

9.4. **Prices must be inclusive of delivery cost and all taxes.**

9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.

9.6. Non–firm prices (including prices subject to the rate of exchange variation) will not be considered.

9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.

9.8. Detailed information is optional and is provided as Annexures to the details of the bid.

9.9. **PLEASE TAKE NOTE:**

- The billable rates per hour will be assessed in relation to Auditor General's guidelines on fees for audits performed by private firms. It is expected of bidders to quote their rates within these prescribed parameters. Prices for all bids will be evaluated based on the total rate per hour in terms of stage 3 of Bid Evaluation Criteria.
- The rates per hour must be quoted and will be evaluated according to the following seven categories aligned to Auditor-General's guidelines on fees for audits performed by private firms:
  - ✓ Director / Partner;
  - ✓ Senior Audit Manager;
  - ✓ Audit Supervisor;
  - ✓ Audit Manager;
  - ✓ Internal Auditor;
  - ✓ ICT Auditor;

- ✓ Fraud Examiner / Investigator; and
- ✓ Risk Consultant.

10. COMMUNICATION

10.1. Communication will only be restricted to Supply Chain Management Officials.

10.2. The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will **invalidate** your bid.

11. INTELLECTUAL PROPERTY

11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid. Any use of the information contained herein for another purpose than those stated in this document is prohibited.

11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.

12. SUPPLIER DUE DILIGENCE

12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.

12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.

12.3. Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.

12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

13. DISPUTES

13.1. The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant authority for a ruling and such ruling shall be final.

14. PREFERENCE POINTS CLAIM (SPECIFIC GOALS)

14.1. Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate,

copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

15. JOINT VENTURE/ TRUST/ CONSORTIUM

15.1. A trust, consortium or joint venture must submit an agreement to be recognized as an entity.

15.2. A trust, consortium or joint venture will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate. CIPC documents, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

1.1 The purpose of this TOR is to appoint a service provider, who will be assisting the Internal Audit function for the South African Nursing Council (SANC) to accomplish its objectives by bringing in a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

2. BACKROUND

2.1 The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the Nursing Act, 1944 (Act No. 45 of 1944), and currently operating under the Nursing Act, 2005 (Act No. 33 of 2005).

2.2 The Internal Audit function of the SANC was set up under sections 29 of the Nursing Act, 2005 (Act No. 33 of 2005).

2.3 In assisting the SANC to achieve its mandate, the Internal Audit function seeks to appoint a service provider which will enable it to capacitate and have a diverse team to provide assurance services in specialist areas as and when required.

2.4 The scope of internal audit is to determine whether the SANC's processes of risk management, internal controls, and governance, as designed and represented by management are adequate and functioning in a manner to ensure:

2.4.1 Risks are appropriately identified and managed;

2.4.2 Significant financial, managerial, and operating information is accurate, reliable and timely;

2.4.3 Employees actions are in compliance with policies, standards, procedures, and applicable laws and regulations;

2.4.4 Resources are acquired economically, used efficiently and adequately protected;

2.4.5 Strategic objectives and annual targets are achieved;

2.4.6 Quality and continuous improvement are fostered in the organization's control process; and

2.4.7 Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.

2.5 The Internal Audit three-year rolling plan for 2025/26 to 2027/28 was developed and approved. The approved plan contains projects to be executed in the 2025/26, 2026/27 and 2027/28 financial years. Some of the projects identified on the plan include Information Communication Technology (ICT), Performance Information, Financial, Governance and Compliance audits amongst others.

2.6 Due to the size and the complex nature of the SANC, the Internal Audit function has limited capacity and is not able to fully execute its responsibility of providing assurance on the effectiveness of risk management, control and governance processes.

2.7 The service providers will enable the Internal Audit function to be fully capacitated and have a diverse team with the required knowledge, skill and expertise to provide assurance, advisory and risk management services as and when required.

3. SCOPE OF THE ASSIGNMENT

The service provider to be appointed will be required to perform the following functions as and when assigned by the Senior Manager Internal Audit and Risk Management:

3.1 Perform audits, risk management and investigation projects as per assignment and under the management of the Senior Manager Internal Audit and Risk Management.

3.2 Perform audits according to the Global Internal Audit Standards, INTOSAI, ISACA and Forensic Investigation Standards.

3.3 Monitor and evaluate performance of team members on audit projects.

3.4 Perform quality assurance reviews for the projects.

3.5 Utilise the SANC's Internal Audit methodology.

3.6 Write and present audit, risk and investigation reports to the management through the office of the Senior Manager Internal Audit and Risk Management.

3.7 Conduct follow up audits on a quarterly basis.

3.8 Perform business process analysis and suggest best practices for improvement.

3.9 Facilitate risk assessments for the SANC.

3.10 Attend planned meetings with Senior Manager Internal Audit and Risk Management or his/her delegate and relevant managers when required; and

3.11 Perform ad-hoc services when a request is received from management, Audit and Risk Committee or Council.

4. DELIVERABLES

4.1 Perform audits as per the approved Internal Audit Annual Plan to provide assurance on risk management, control and governance process.

4.2 Execute audit projects according to the Global Internal Audit Standards, INTOSAI, ISACA and Forensic Investigation Standards, the SANC's methodology, which include audit planning, audit execution, reporting and monitoring.

4.3 Provide quality internal audit, risk assessment and investigation reports that are clear; concise, factual and accurate together with practical recommendations that will add value to the SANC processes.

4.4 Provide a structured training and skill transfer during the process.

4.5 Perform quality assurance of all the projects allocated to the team; and

4.6 Deliver a completed and signed off audit, risk assessment and investigation reports and project files within the prescribed time as per the Internal Audit Plan.

5. KNOWLEDGE, SKILSS AND EXPERTISE REQUIREMENTS

To execute the audit project, risk management and investigations, the service providers must possess the following knowledge, expertise and skills:

5.1 KNOWLEDGE

5.1.1 An in-depth understanding of the Global Internal Audit Standards, INTOSAI, ISACA, Forensic Investigation Standards, ISO 3100 Standard and COSO Framework.

5.1.2 Knowledge of corporate governance principles.

5.1.3 Knowledge of the functions, responsibilities and authority of Internal Audit.

5.1.4 In-depth knowledge of Performance Audit Methodologies and best practices in line with existing guidelines/frameworks/standards.

5.1.5 Sufficient capacity and skills to execute audits and investigations.

5.2 SKILLS

5.2.1 The ability to undertake interviews and surveys and interpret data and data analytics.

5.2.2 Analytical thinking.

5.2.3 Interpretation of policies, processes and prescripts.

5.2.4 Report writing and presentation; and

5.2.5 Good interpersonal relationship skills.

5.3 **ESSENTIAL EXPERTISE**

5.3.1 Business process mapping and analysis.

5.3.2 Budget analysis.

5.3.3 Policy analysis; and

5.3.4 The ability to interact and form relationships with stakeholders across the SANC.

6. THE DURATION OF SERVICE REQUIRED

6.1 The intended term of the contract or Service Level Agreement will be for a period of three (3) years.

7. EVALUATION CRITERIA

7.1 The SANC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No.5 of 2000 (PPPFA) and its regulations. A copy of the PPPFA regulations 2022 can be downloaded from www.treasury.gov.za. In accordance with the PPPFA, submissions will be adjudicated on 80/20 points system and the evaluation criteria. This bid will be evaluated in three (3) phases, namely: Administrative and Mandatory Compliance, Technical Evaluation, Functionality and Price & Specific goals.

7.1.1 **Step 1: Administrative and Mandatory Compliance:**

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
Invitation to Bid	**YES**	Complete and sign the supplied pro forma document.
Tax Status	**YES**	i. Proof of Registration on National Treasury - Central Supplier Database (attach CSD report/ provide the CSD supplier number).
Bidder's Disclosure	**YES**	Complete and sign the supplied pro forma document.
Preference Point Claim Form	**NO**	• Non-submission of the Preference Point Claim Form will lead to a zero (0) score on specific goals. • Proof of Specific goals Ownership and verification will be confirmed using the following documents namely: ✓ CIPC documents, ✓ valid copy of B-BBEE certificate, ✓ copy of Identity document, or

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
		✓ medical report for disability ownership **NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals**
Registration with professional/ regulatory bodies	**YES**	Valid proof of registration with professional bodies for the proposed team leader. The team leader should at least be a member of one (1) of the below professional bodies: • Institute of Internal Auditors (IIASA), • Information Systems Audit and Control Association (ISACA) (only applicable to ICT auditors) • Institute of Risk Management South Africa (IRMSA) (only applicable to risk management official),
Reference letters	**YES**	Reference letters from the service provider: • Provide the SANC with a minimum of three (3) or more signed reference letters for Internal Audit services, not older than five (5) years. The letter must be on the client's letterhead, and it must contain the following: ✓ Nature of service, date, name and surname of contact person including contact details (telephone or e-mail address).
Price	**YES**	Submit a detailed price quotation as outlined in **clause 3** scope of the assignment and **clause 4** deliverables

7.1.2 **Step 2: Functionality:**

Any proposed bid which does not meet a minimum threshold of **70 points out of 100** points will not be considered further.

The following formula will be used to convert to the points scored against the weight where it is applicable:

$$Ps = \left(\frac{So}{Ms}\right) x100$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bid under consideration

Ms = Maximum possible score

The following criteria and weights shall apply when considering bids:

CRITERIA	SUB CRITERIA	TOTAL SCORE POINTS
Content, methodology, Technical approach in executing Audit Projects, Information Communication Technology (ICT), Performance Information, Governance and Compliance audits	• No methodology, no technical approach, no deliverables = 0 • The methodology and technical approach are standard and do not address the entire scope of work/deliverables in detail and the service provider has not aligned the approach with the requirements of the TOR = 5 • The methodology and technical approach are discussed in detail and address the entire scope of work/deliverables, and the service provider has aligned the approach with the requirements of the TOR = 15	15
One (1) of the team members must have a Risk Management experience Attach CVs of proposed team members highlighting relevant experience and contactable references	• Less than 1 year = 0 • 1 to 2 years' experience = 5 • 3 to 4 years' experience = 10 • 5 or more years' experience = 15	15
Team Leader's qualifications: Internal Audit or Accounting Science or Risk Management NB: Attach copies of qualifications.	• Certificate/NQF 5 = 0 • National Diploma NQF 6 = 5 • Degree or equivalent NQF 7 = 10 • Post Graduate qualification = 15	15

CRITERIA	SUB CRITERIA	TOTAL SCORE POINTS
Professional Certification: Each member will only be scored on the maximum of two (2) professional certifications NB: Attach copies of certificates • **Internal Audit: CIA** • **ICT Audits: CISA** • **Investigations: CFE** • **Risk Management: CRMA/Certified Risk Professional**	Team Leader • No Certification = 0 • 1 Certification = 5 • 2 or more Certification = 10 Team members • No Certification = 0 • 1 Certification = 5 • 2 Certification = 10 • 3 or more Certification = 15	25
Project team members and leader knowledge and experience in Internal Audit Attach CVs of proposed team members highlighting relevant experience and contactable references **NB: Attach the organogram/structure for the proposed team members allocated to the SANC**	**Team Leader** • Less than 1 year = 0 • 1 to 4 years' experience = 5 • 5 to 7 years' experience = 10 • 8 or more years' experience = 15 **Audit Supervisor** • Less than 1 year = 0 • 1 to 2 years' experience = 5 • 3 to 4 years' experience = 10 • 5 or more years' experience = 15	30
TOTAL SCORE		**100**

7.1.3 Step 3: Evaluation on Price and Specific Goals:

7.1.3.1 Price Calculations

The following formula must be used to calculate points out of 80 for price in respect of an invitation for a tender with a rand value from R 2 000.00 to or below R50 millions inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid or offer under consideration

Pmin = Price of lowest acceptable bid or offer

7.1.3.2 Allocation of preference points based on specific goals.

The South African Nursing Council tenders will be evaluated on the following specific goals premised on addressing the legacy of apartheid's historical injustices, with a consideration on the following categories (of Historically Disadvantaged People - HDP) using race, gender, youth, and people with disability**.**

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential points will be allocated as per the table below:

Specific goal	**80/20 Preference Point system**
Black Ownership	8
Black Women Ownership	4
Black Youth Ownership	4
Disability Ownership	4
Total Points allocated to Specific Goals	**20**

Black Ownership points will be awarded to a Tenderer who has a 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Preferential points for black ownership will be awarded as follows:

Black Ownership	80/20 Preference Point system
Tenderers who have 100% black ownership	8
Tenderers who have 51% to 99% black ownership	5
Tenderers who have less than 51% black ownership	0

Black women ownership points will be awarded to a Tenderer who has a 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Preferential points for black women ownership will be awarded as follows:

Black Women Ownership	80/20 Preference Point system
Tenderers who have 100% black women ownership	4
Tenderers who have 30% to 99% black women ownership	2
Tenderers who have less than 30% black women ownership	0

Black youth ownership points will be awarded to a Tenderer who has a 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Preferential points for black youth ownership will be awarded as follows:

Black Youth Ownership	80/20 Preference Point system
Tenderers who have 100% black youth ownership	4
Tenderers who have 30% to 99% black youth ownership	2
Tenderers who have less than 30% black youth ownership	0

Disability Ownership points will be awarded to a Tenderer who has a 20% or more disability ownership owners. Disability ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Preferential points for disability ownership will be awarded as follows:

Disability Ownership	**80/20 Preference Point system**
Tenderers who have 20% or more owners with disability	4
Tenderers who have less than 20% owners with disability	2
Tenderers who have 0% owners with disability	0

NB – The SANC will verify the Tax status outcome on the CSD report/ SARS e-Filling report:

i. A bidder whose tax status is Non-Compliant will be notified of their tax matters and must meet their outstanding tax obligations within seven (7) days.
ii. Should the bidder fail to provide a written proof of their tax compliance status within Seven (7) days, the SANC will reject the bid submitted by the bidder.

Required by:	**South African Nursing Council**
Required at (Address):	Cecilia Makiwane Building 602 Pretorius Street Arcadia, Pretorius 0083
Brand and model (if applicable):	……
Country of origin (if applicable):	……
Guarantee period (if applicable):	……..
Does the offer comply with the specification? ***Mark the relevant block with an X**	☐ Yes ☐ No ☐ N/A
If not to specification, indicate deviation(s)	……..
How long it will take for the bidder to deliver goods/services after receipt of a purchase order? (Only firm delivery period will be considered)	……

DECLARATION BY THE BIDDER:

I ……confirm that the information furnished is correct and true. I accept that the South African Nursing Council may act against me should this declaration prove to be false.

Name of Bidder:……Position:…….

Signature:……..Date:……

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

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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 000 000.00 (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.

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 regarding 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 PREFERENCE POINT SYSTEMS**

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

80/20

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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 points is allocated for price on the following basis:

80/20

$$\boldsymbol{Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)}$$

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 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 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 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 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where 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	Description of the goals	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	Tenderers who have 100% black ownership	8	
	Tenderers who have 51% to 99% black ownership	5	
	Tenderers who have less than 51% black ownership	0	
Black Women Ownership	Tenderers who have 100% black women ownership	4	
	Tenderers who have 30% to 99% black women ownership	2	
	Tenderers who have less than 30% black women ownership	0	
Black Youth Ownership	Tenderers who have 100% black youth ownership	4	
	Tenderers who have 30% to 99% black youth ownership	2	
	Tenderers who have less than 30% black youth ownership	0	
Disability Ownership	Tenderers who have 20% or more owners with disability	4	
	Tenderers who have less than 20% owners with disability	2	
	Tenderers who have 0% owners with disability	0	

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:	……
	……

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**

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:
…….
…….

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.

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 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

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.