

**MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

**SPECIALISED CONTRACT No. SCM 39 OF 15/16**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER INTERNAL  
AUDIT, RISK MANAGEMENT, FORENSIC INVESTIGATIONS AND OTHER RELATED  
PROFESSIONAL SERVICES**

Tenders are hereby invited from suitably qualified and experienced Service Providers to be appointed on a Panel of Service Providers to render Internal Audit, Risk Management, Forensic Investigations and other related Professional Services and to assist with the provision of such services to the Internal Audit Unit as per the internal operational plans and ad-hoc consulting activities in the Msunduzi Municipality and its entities on an as and when required basis.

Tender documents shall be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h30 on Tuesday, 8 March 2016**. A non - refundable tender fee in the amount R707.94 (including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Mr P.J Mahlaba on Tel. 392 288 3.

A compulsory Tender Briefing meeting will be held at 10h00 prompt on Friday, 18 March 2016, **in Committee Room 1**, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, 3201. Only one Tender Briefing Meeting will be held. ***Tenderers arriving at the meeting after the stipulated starting time will be disqualified.*** An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. ***Tenderers must present their tender document at the meeting failing which the Tenderer shall be disqualified. Only one (1) Representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting.***

Sealed tenders endorsed on the envelope “**Specialised Contract No. SCM 39 of 14/15**” must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00 on 5 April 2016**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Ninety (90) days commencing from the closing date of tender.

**Tender Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System. Stage 1 being Functionality and Stage 2 based on the 90/10 Preferential Points System in accordance with the Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000. The Functionality for Stage 1 shall be as follows:-

No.	Description	Max. Points Allocated
1.0	Company Profile	5
2.0	<b><u>Methodology</u></b>	
2.1	Assurance	10
2.2	Risk Management	10
2.3	Forensic Investigations	10
2.4	Information & Communication Technology (Including Consulting Activity on Systems)	10
2.5	Specialised Areas (Quantity Surveying, Engineering, Property Development/Real Estate, etc.)	10

3.0	Similar Audit Engagements Undertaken	20
4.0	Demonstrates Capabilities of Various Audit Specialists	20
5.0	Locality of Bidder	5
<b>Total Points</b>		<b>100</b>

***Threshold: Minimum 70%***

The Msunduzi Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MUNICIPAL MANAGER (MR M. A. NKOSI)**