

**Free State  
Province**



**Vrystaat  
Provinsie**

## **TENDER BULLETIN TENDERBULLETIN**

### **SPECIAL**

**NO. 63**

**13 NOVEMBER 2015 / 13 NOVEMBER 2015**

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FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

PUBLICATION OF AWARDS

BID NO	DESCRIPTION	BIDDER NAME	AMOUNT	B-BBEE POINTS
DPWFS (T) 015/2015	Appointment of suitable contractor to supply and install specialised services in the Construction of new Mbeki Community Hall	Tlong Re Tsweleng Pele Trading Enterprise	R 917 394.50	Level 3 = 8 Points
DPWFS (T) 016/2015	Appointment of suitable contractor to supply and install specialised services in the Construction of new Lusaka Community Hall	Tlong Re Tsweleng Pele Trading Enterprise	R 917 394.50	Level 3 = 8 Points

The Department of Public Works and Infrastructure has **cancelled** the below-mentioned tender:  
**BID NUMBER: DPWFS (T) 013/2014**

**DESCRIPTION:** Appointment of suitable Contractor / Joint Venture or Consortia for the replacement of 11 KV switchgears for the Free State Provincial Government, Lebohang and Sand du Plessis Buildings'

*The Free State Department of Economic, Small Business Development, Tourism and Environmental Affairs hereby requests the following tender:*

**REQUEST FOR PROPOSAL FOR ROLL-OUT OF MICRO-ENTERPRISE SUPPORT PROGRAMME**

All tenders must be submitted with a fully completed bid document in original ink and must be submitted in a sealed envelope marked **"ROLL-OUT OF MICRO-ENTERPRISE SUPPORT PROGRAMME" and Bid Number RFP: 04/2015/2016 and** placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Tourism, Environmental and Economic Affairs  
34 Markgraaf Street  
Bojanala Building  
Bloemfontein 9300

Postal Address: Private Bag X20801  
Bloemfontein  
9300

The following criteria apply for functionality:

Elements	Score
<b>Technical Expertise - Number of related projects done by the bidder</b> Successful completion of similar projects in the last 10 years <ul style="list-style-type: none"><li>- This must be supported by the submission of a list of all projects successfully completed, and letters of completion and/or references from current/previous clients must be included with the proposal.</li><li>- Number of similar projects = 0; 1 similar project completed = 5 points; 2 similar projects = 10 points; 3 similar projects = 15 points; 4 similar projects = 25 points and 5 and more similar projects completed = 30 points. The maximum score which can be awarded is 30)</li><li>- Curriculum Vitae of Key Personnel</li></ul>	30
<b>Financial Capacity</b> <ul style="list-style-type: none"><li>- Bidders must attach original/certified copies of bank statement or letter of guarantee from the bank/financier indicating availability of an amount equal to at least R1 million (one million rand)</li></ul>	40

<b>Project Plan/methodology</b> <ul style="list-style-type: none"><li>- <i>The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various work flow items/tasks required for this project must be submitted.</i></li><li>- <i>Understanding of Terms of Reference</i></li><li>- <i>Problem Conceptualisation</i></li><li>- <i>Innovation in approach</i></li><li>- <i>Project management</i></li></ul>	30
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**Bidder/s must score a minimum of 75% on functionality to qualify for further evaluation.**

**Compulsory Briefing Session: Ground Floor, Bojanala Building, 34 Markgraaf Street, Bloemfontein, 11h00, 25 November 2015. Failure to attend will result in disqualification of bid.**

**The bid shall close at 11:00 on the 09 December 2015.**

Contact Person: Technical enquiries may be directed to Mr. Modise Sehularo at 05-400-9620/3, email: [sehularom@detea.fs.gov.za](mailto:sehularom@detea.fs.gov.za)

Contact Person: Bid enquiries may be directed to Mr. Molefi Machela at 051-400-4743, email: [machelam@detea.fs.gov.za](mailto:machelam@detea.fs.gov.za)

**Bid Documents are obtainable at Office 125, Bojanala Building, 34 Markgraaf Street, Bloemfontein from 18 September 2015. Each bid document is obtainable at non-refundable fee of R200.00.**

**Please note that the Department reserves the right not accept any proposal in part or as a whole.**

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**THE DEPARTMENT OF POLICE, ROADS AND TRANSPORT HEREBY INVITE PROSPECTIVE SERVICE PROVIDERS TO SUBMIT BIDS AND RFP ON THE FOLLOWING**

REFERENCE NO	DESCRIPTION	EVALUATION CRITERIA	DOCUMENT PRICE (Non-refundable)	CIDB REQUIREMENT	COMPULSORY BRIEFING SESSION		CONTACT PERSON (TECHNICAL)
					DATE AND TIME	VENUE	
<b>PR&amp;T/BID 07/2015/16</b>	Request for the appointment of Contractor for the Construction of the Trompsburg Transport Centre for the Department of Police Roads and Transport for a Period of Eight (8) months	<b>Stage1:</b> Functionality <b>Stage 2:</b> <b>90/10</b> 90 - Price 10 - B-BBEE	R 1000.00	7GB / 6GB PE or Higher	20 November 2015 11:00 AM	Kopanong Local Municipality Louw Street Auditorium, Trompsburg	Mr. S Bakoro 051 409 8579
<b>PR&amp;T/RFP 04/2015/16</b>	Request for Proposal for the Supply of One Stop Information and Communication Technology Solution, Fusion Centre ( e.g. Surveillance System, Traffic Management System, Telephone Management Systems, Patient Management System, Time & Attendance Management System, etc.) for Free State Provincial Government (FSPG) for a Period of Three (3) Years (Only SITA Accredited Suppliers will be considered)	<b>Stage1:</b> Functionality <b>Stage 2:</b> <b>90/10</b> 90 - Price 10 - B-BBEE	R 1000.00	NONE	23 November 2015 11:00 AM	Medfontein Building St Andrew Street 3 <sup>rd</sup> Floor Boardroom	Mr. LT Sekhaolela 051 409 8582

A non-refundable document payment (cash or bank guaranteed cheque in favour of Free State Provincial Government) will be payable **from Cashiers point, at Lengau testing station, ground floor, Church Street, Bloemfontein**. Bid documents may be collected during working hours between **07:30 and 16:00 from, Monday, 16<sup>TH</sup> November 2015** at 2<sup>nd</sup> Floor Perm Building, 45 Charlotte Maxeke, Bloemfontein, Office No 219. Proof of payment will be required. Sealed bid documents in envelopes, clearly marked with the correct reference number and description must reach Department of Police, Roads and Transport office before closing date and time; and deposited in the tender box on the ground floor, 45 Charlotte Maxeke Street, Perm Building, Bloemfontein, 9300.

Closing date and time for the bids is: **Date: 14<sup>st</sup> December 2015; Time: 11: 00 AM.**

SCM queries must be directed to : Me. M. Ramagaga @ (051) 409 8703 / 8709.

**The following must be submitted:**

Fully completed and signed original bid document. 2) Valid and Original Tax Clearance Certificate; 3) Certified copy of entity registration certificate; 4) Certified copy of Partnership Agreement (if a tender is a partnership); 5) Certified copy of Identity documents of all active members/shareholders of entity; 6) Certified copy of Joint Venture agreement if applicable; 7) COIDA Certificate (Letter of Good Standing); 8) The tenderers or any of its directors are not listed on the Register of Tenderers Defaulter in terms of the Prevention and Combating of Corrupt Activities Act of 2004; 9) Water and Electricity account of the company's core premises as proof of Free State based (not older than three (3) months); 10) The tenderers has to complete the compulsory Enterprise Questionnaire; 11) Complete Database Forms and Entity Maintenance Forms . Failure to comply with the above mentioned may invalidate your bid.

**NOTE:**

**Bidders must note that the Bid is subjected to the development and economical upliftment targets of Department. Therefore Department shall subject 30% of the Bid to Department's nominated subcontracting by SMME's as a condition for Bidding.**

The department is under no obligations to accept the lowest bid or any bid received. The department is committed to the promotion of B-BBEE. Departmental Supply Chain Policy and Preferential Procurement Policy Framework Act No.5 of 2000 and its regulations will apply. The bidders shall bear the cost associated with the preparation and submission of the bids. No telegraphic, telefax and late bids will be accepted. No bid(s) will be accepted from a person in the service of the state. In the case where bid validity period is not indicated in the bid the validity period shall be 90 days from the closing date of the bid.

## FREE STATE TOURISM AUTHORITY

### REQUEST FOR PROPOSALS – CO-SOURCING INTERNAL AUDIT ACTIVITY

Proposals are hereby invited from suitably qualified and experienced service providers to provide Internal Audit Services to the FSTA for the financial year ending 31 March 2016.

Tenders must be in a sealed envelope; labelled and addressed to the Chief Executive Officer as indicated below, and must be placed in the tender box strictly on or before 11H00, on the 11 December 2015 at the following address:

Co-Sourcing Internal Audit Function  
99 President Reitz Street,  
1<sup>st</sup> Floor, Koupis Building  
Bloemfontein,  
9986.

A compulsory briefing session will be held on the 23 November 2015, at Free State Tourism Authority Offices in Bloemfontein.

The tender will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the entity using 80/20 preference point system in line with the Preferential Procurement Policy Framework Act. Free State Tourism Authority is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof.

Enquiries can be directed to the Chief Audit Executive, Mr. Obakeng Seseane at (051) 409 9900 during office hours. Please note that short listed bidders may be invited to make presentations to the entity.

**Mr. D. Pillay**  
**Chief Executive Officer**

#### 1. BACKGROUND

In terms of the Public Finance Management Act section 51 a), an Accounting Authority for a public entity must ensure that a public entity has and maintains

- I. Effective, efficient and transparent systems of financial and risk management and control.
- II. A system of internal audit under the control and direction of an audit committee complying with and operating in accordance with regulations and instructions prescribed in terms of sec 76 and 77

#### 2. CURRENT STATUS

The Internal Audit Activity has just been established at the entity and has appointed Chief Audit Executive, namely Mr. O Seseane. The Auditor General of South Africa (AGSA) raised an exception regarding the Effectiveness and capacity of the Internal Audit Activity and Audit Committee during the 2014-15 audit, in terms of the Activity fulfilling its legislative mandate.

#### 3. AUDIT AND RISK COMMITTEE (ARC)

During the meeting that was held in 04 November 2015, the Audit & Risk Committee made a recommendation that the Internal Audit Activity be co-sourced (i.e. services of Internal Auditors be sourced from external service providers to the Internal Audit Activity while the entity get itself in a position to appoint permanent officials).

#### 4. SERVICES REQUIRED

The entity hereby invites firms/service providers who have experience and expertise in Internal Auditing to second at least two officials to the Internal Audit Activity of Free State Tourism Authority. At least one Partner/Director/Senior Official must always be available for meetings or any other item that might be related to Management, Board and or Audit & Risk Committee.

#### 5. SCOPE OF WORK

The appointed service provider will work in close collaboration with the Manager Internal Audit, in line with approved audit plans.

1. Review current internal audit charter and working documents to ensure compliance to IIA standards and applicable legislations governing internal audit / internal audit activity;
2. Review of the current internal audit methodologies and other internal audit working documents;
3. Assist with the development of the audit program / objectives and system descriptions including a three year strategic audit plan (which will also include the annual plan);
4. Any other internal audit activity that might be required / requested by the Board, Audit & Risk Committee or the entity.
5. Perform audits in accordance with the internal audit plan which must include:
  - o Risk based reviews,
  - o Corporate governance reviews,
  - o IT Audits,
  - o Audit of performance against pre-determined objectives, and
  - o Follow-up reviews
6. The scope and objectives of internal audit will vary from year to year dependent upon the responsibilities assigned to it by management and/or the Audit Committee. As such:
  - a. Emphasis must rotate,
  - b. Scope may be modified, and
  - c. Matters of special audit emphasis must be proposed as circumstance dictate
7. Planned work may be varied on the basis of findings which may result in extension of the coverage to address all pertinent matters.

Liaise with external auditors to ensure the coordination between internal audit and external audit.

#### 6. DELIVERABLES

At the commencement of each audit, an audit plan memorandum must be prepared that must:

- o Outline the detailed control objectives,
- o Approach, and
- o Timing

A written report must be prepared at the conclusion of each audit which must:

- o State the objectives and scope of work performed,
- o Conclusions reached,
- o Make appropriate and relevant recommendations, and
- o Acknowledge the action taken/proposed by management

Meet with relevant managers and stakeholders to discuss reports.

Issue interim reports where necessary to alert management to the need to take immediate action to correct serious weaknesses in performance or control or where there is a significant modification to the scope of audit work.

Prepare summary reports that must be presented to the audit committee which must include:

- o Progress achieved against the annual operational plan, and

Summary of critical issues arising from completed work.

#### 7. EXPERIENCE OF INTERNAL AUDITORS

Officials to be seconded to this project must hold a degree / BTech in Internal Audit/Accounting, or any other qualification relevant to Internal Control Environment, and have at least three-year experience in the industry.

Service Providers which will second Certified Internal Auditors or any other certification related to the industry to the project will be given priority depending on the cost thereon. Curriculum Vitae's of candidates to be seconded to the project must be submitted together with the proposal. Please take note that candidates / officials to be seconded to this project might be interviewed by the Audit and Risk Committee (its delegate) or the entity to determine the necessary skills and competence required.

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## 8. DURATION

The duration of the project is expected to be approximately in line with the financial year ending March 2016. Depending on when the entity makes permanent appointments within the Internal Audit Activity, the contract may be extended accordingly on a month to month basis.

## 9. SUBMISSION OF PROPOSAL

Proposal clearly showing the cost must be marked for the attention of the Chief Executive Officer and be deposited in the tender box situated at the entity offices in Bloemfontein as follows:

Co-Sourcing Internal Audit Function  
99 President Reitz Street,  
1<sup>st</sup> Floor, Koupis Building  
Bloemfontein,  
9986.

## CLOSING DATE

Proposal must be submitted **on or before 11H00 on 11 December 2015**. No late; faxed; and e-mailed proposals will be accepted.

## ENQUIRIES

All enquiries must be directed to the Chief Audit Executive: Mr. Obakeng Seseane at 051 409 9900 during office hours.

Mr. D. Pillay  
Chief Executive Officer

## EVALUATION PROCESS

### 9.1 Evaluation criteria

Bids that meet compliance requirements will be evaluated in two stages, which include functionality (stage 1) and Pricing and B-BBEE Status (Stage 2).

#### 9.1.1 Compliance with minimum requirements

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Refer to paragraph 8.

#### 9.1.2 Elimination of proposals on grounds of functionality

Bids that score less than 80% of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 2).

### 9.2 Stage 1

All proposals will be evaluated on the following criteria indicated below:

No.	Criteria	Weight
1.	<b>Company information and relevant experience</b> <ul style="list-style-type: none"><li>▪ Experience in the public sector environment.</li><li>▪ Years established</li><li>▪ Financial stability / sustainability (Past 3 years audited AFS)</li></ul>	30
2.	<b>Technical merit of the proposal/Methodology</b> Technical merit of proposal in terms of scope and deliverables as indicated in paragraph 5 & 6 i.e. Scope of Work of this document.	20
4.	<b>Experience of Personnel to be Seconded</b> <ul style="list-style-type: none"><li>▪ Minimum of 1 to 3 years.</li><li>▪ Minimum of 3 to 6 years.</li><li>▪ Minimum of 6 &gt;</li></ul>	20

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5.	<b>Minimum Qualifications/Registration Bodies:</b> <i>(include CV's and proof of membership)</i> <ul style="list-style-type: none"> <li>▪ Bidder must be a current member in good standing of the Institute of Internal Auditors of South Africa or South African Institute of Chartered Accountants (annex the certificate and letter of good standing).</li> <li>▪ Directors and managers of the project team must be Certified Internal Auditors or CA (SA) and must have minimum of 5 years' experience in internal audit</li> <li>▪ Other project team members must have a minimum of 3 years – experience in internal audit</li> </ul>	30
<b>TOTAL</b>		<b>100</b>

### 9.3 Points awarded for price

The 80 preference points system for price would be utilized for procurement with a contract below R1 000 000 (VAT inclusive).

The following formula would be applied:

$$PS = 80 \left[ 1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of bid or offer under consideration.

Pt = Comparative price of bid or offer under consideration.

Pmin = Comparative price of lowest acceptable bid or offer.

### Points awarded for B-BBEE status level of contributor

A maximum of 20 points will be awarded for B-BBEE status level of contributor.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



## FREE STATE TENDER BULLETIN

*(Published every Friday)*

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Free State Tender Bulletin, P.O. Box 517, Bloemfontein Tel.: No. 051 403 3139. Free Voucher copies of the Free State Tender Bulletin or cuttings of advertisements are NOT supplied.

### **Subscription Rates (payable in advance)**

The subscription fee for the Free State Tender Bulletin (including all Extraordinary Free State Tender Bulletins) are as follows:

#### **Subscription: (Over the Counter / E-Mail)**

Price per copy	R 4.70
Half-yearly	R 118.00
Annually	R 236.00

#### **Subscription (Post)**

Price per copy	R 14.00
Half-yearly	R 340.00
Annually	R 685.00

### **Closing time for acceptance of copy**

Stamps are not accepted

All advertisement must reach the Officer in Charge of the Free State Tender Bulletin **not later than 16:00, three working days** prior to the publication of the Bulletin. Advertisements received after that time will be held over for publication in the issue of the following week, or if desired by the advertiser, will be inserted in the current issue as a "Late Advertisement". In such case the advertisement must be delivered to the Officer in Charge **not later than 08:00 on the Tuesday** preceding the publication of the Bulletin and double rate will be charged for that advertisement.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

### **Advertisement Rates**

Notices required by Law to be inserted in the Tender-bulletin: **R29.50** per centimetre or portion thereof, single column.

## NUMBERING OF TENDER BULLETIN

You are hereby informed that the numbering of the Provincial Gazette /Tender Bulletin and notice numbers will from 2010 coincide with the relevant financial year. In other words, the chronological numbering starting from one will commence on or after 1 April of every year.

## VRYSTAAT TENDERBULLETIN

*(Verskyn elke Vrydag)*

Alle korrespondensie, advertensies, ens. Moet aan die Beampte Belas met die Vrystaat Tender Bulletin, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Vrystaat Tender Bulletin óf uitknipsels van advertensies word NIE verskaf nie.

### **Intekengeld (vooruitbetaalbaar)**

Die intekengeld vir die Vrystaat Tenderbulletin (insluitend alle Buitengewone Vrystaat Tender Bulletins) is soos volg:

#### **Intekengeld: (Oor die Toonbank / E-Pos)**

Prys per eksemplaar	R 4.70
Halfjaarliks	R 118.00
Jaarliks	R 236.00

#### **Intekengeld: (Pos)**

Prys per eksemplaar	R 14.00
Half-yearly	R 340.00
Jaarliks	R 685.00

### **Sluitingstyd vir die Aannee van Kopie**

Seëls word nie aanvaar nie

Alle advertensies moet die Beampte Belas met die Vrystaat Tenderbulletin bereik **nie later nie as 16:00, drie werksdae** voordat die Bulletin uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit in die Bulletin wat op die pers is as 'n "Laat Advertensie" geplaas word. In sulke gevalle moet die advertensie aan die Beampte oorhandig word **nie later nie as 08:00 op die Dinsdag** van die week voordat die Bulletin gepubliseer word en dubbeltarief sal dié advertensie gevra word.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanig geplaas word nie.

### **Advertensietariewe**

Kennisgewings wat volgens Wet in die Tenderbulletin geplaas moet word: **R29.50** per sentimeter of deel daarvan, enkelkolom.

## NOMMERING VAN TENDER BULLETIN

U word hiermee in kennis gestel dat die nommering van die Provinsiale Koerant / Tender Bulletin en kennisgewingnummers vanaf 2010 met die betrokke boekjaar sal ooreenstem. Met ander woorde, die kronologiese nommering beginnende met een, sal op of na 1 April van elke jaar begin.