



South African Reserve Bank

**Financial Services Department - Procurement Section
370 Helen Joseph Street
Pretoria**

Request for Tenders. Tender No: BM/07-2013

Appointment of a service provider for provision of consultants to assist in assurance services to the Internal Audit Department (IAD) of the South African Reserve Bank

Date of issue 01 July 2013

Closing date: Monday 15, July 2013 @ 10:00

State full name of organisation/individual:

State discipline

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Invitation for Tenders

The South African Reserve Bank (the Bank) wishes to appoint and contract a service provider for provision of consultants to assist its Internal Audit Department with the provision of assurance services as agreed with the Bank's Audit Committee. For governance reasons, the current external auditors of the Bank are, however, prohibited from participating in this tender.

Kindly note that the Bank is a National Key Point and only S.A. citizens and persons without dual citizenship are allowed to be engaged on the project / render the services. Furthermore, the Bank's National Key Point status also means that short-listed service providers will be subjected to extensive security vetting as dictated by the enabling legislation.

Tenders together with two (2) copies clearly marked "original Tender" and "copy" (three (3) documents in total), will be received until **Monday, 10:00 on 15, July 2013**, and must be enclosed in sealed envelopes, bearing the applicable tender headings, tender reference number as well as the closing time and due date, as per the supplied cover page of this document.

The proposals should be deposited strictly in the tender box situated at the South African Reserve Bank, **Head Office, 370 Helen Joseph Street Pretoria**, for attention **Mr Badanile Masango**.

Tenders shall remain valid for a period of one hundred and twenty (120) days from the closing date for the submission of tenders, during which period it may not be amended or withdrawn.

Late submissions will not be considered.

Kindly acknowledge receipt of this invitation and communicate your decision whether your company intends to submit a proposal to: Badanile.Masango@resbank.co.za.

Section 1: Conditions of Tender

1.1 Introduction

- 1.1.1 The Bank will select a service provider among those short-listed from the invitation.
- 1.1.2 Please note that (i) the costs incurred or losses suffered by the service provider in preparing and submitting a tender and negotiating the tender, including visits to the Bank premises, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the tenders submitted.
- 1.1.3 The Bank policy requires that service providers to provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that service providers observe the highest standard of ethics during the execution of such RFT's. The Bank will reject a tender for award if it determines that the service provider recommended for the award has engaged in corrupt or fraudulent activities in competing for the project in question.

1.2 Clarification and amendment of the tender documents

- 1.2.1 Service providers may request a clarification of any information in the tender before the submission date. Any request for clarification must be sent in writing (by e-mail) to the following person at least forty eight (48) hours before the closing date: **Mr Badanile Masango**, by E-mail to **Badanile.Masango@resbank.co.za**.
- 1.2.2 The Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited service provider, amend the tender. Any amendment shall be issued in writing through addenda.
- 1.2.3 Addenda shall be sent by fax or e-mailed to all invited service providers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

1.3 **Preparation of tenders**

1.3.1 Service providers are requested to submit a tender written in English.

1.3.2 In preparing the tender, service providers are expected to examine the documents constituting this tender in detail. Material deficiencies in providing the information requested may result in rejection of a tender.

1.3.3 While preparing the tender, service providers must ensure that the majority of the key professional staff proposed has a proven, extended and stable working relationship with them.

1.4 **Submission of tenders**

1.4.1 Service providers must note that if the conditions set out hereafter are not closely adhered to it may result, at the sole discretion of the Bank, in the tender not being accepted for consideration.

1.4.2 The original tender shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the service provider. Any such corrections must be initialled by the person or persons who sign(s) the tender.

1.4.3 Tenders have to be submitted and preferably not be qualified by the service provider's own conditions of tender.

1.4.4 Service providers are requested to supply all information requested in the RFT.

1.4.5 Service providers are instructed to adhere strictly to the numbering used in the tender document to facilitate ease of evaluation.

1.4.6 Service providers are to note that it remains the responsibility of the tenderers to ensure the timely delivery of the tender.

1.5 **Signing of tender**

1.5.1 The person duly authorised thereto shall sign the tender.

1.6 **Publicity and media releases**

1.6.1 While the RFT process is in progress, the service provider is not entitled to generate publicity or issue media releases that in any way refer to this RFT or

the service provider's response to it, without the prior written consent of the Bank.

1.7 Procurement process

1.7.1 The Evaluation Committee will evaluate the tenders on the basis of the evaluation criteria. Each tender will be awarded a score.

1.7.2 A tender shall be rejected at this stage if it does not respond to important aspects of the brief or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

1.8 Tender evaluation criteria:

1.8.1 Tenders will be evaluated based on, inter alia, the following criteria:

1.8.2 Proof of CISA registration of the consultants that will be dedicated to the Bank for this project;

1.8.3 Experience in performing process, adequacy and effectiveness reviews in the IT general controls, IT application as well as IT Security areas;

1.8.4 Ability to work with minimum supervision;

1.8.5 Working knowledge of the ERP and/or the South African Multiple Option Settlement System (SAMOS) environment will be an added advantage;

1.8.6 The dedicated consultants must be:

1.8.6.1 a self-starters;

1.8.6.2 assertiveness in their approach;

1.8.6.3 ability to work under minimum supervision; and

1.8.6.4 knowledge of TeamMate will be an added advantage.

1.8.7 Organisational experience in auditing;

1.8.8 Organisational capacity to deliver and/reputation as a service provider for the project of this nature;

1.8.9 Organisation's B-BBEE rating; and

1.8.10 Price (please quote rate per hour).

1.9 Negotiations

- 1.9.1 Negotiations will include a discussion of the tender with the appointed service provider(s). The Bank, together with the relevant service provider, will work out final Terms of Reference indicating activities, staff, logistics and reporting. The agreed program and final Terms of Reference will then be incorporated in the “Description of Services” and will form part of the agreement with the service provider.
- 1.9.2 Special attention will be given to getting the most the service provider can offer in terms of the best value for money within the available budget and to clearly define the inputs required from the Bank to ensure satisfactory results.

1.10 Awarding of the tender

- 1.10.1 The tender will be awarded to a selected service provider(s) following negotiations. Where applicable, the selected service provider will, after successful negotiations, be added to the preferred supplier list of the Bank. The Bank will promptly notify other service providers on the shortlist that they were unsuccessful.
- 1.10.2 Although the selected service provider(s) may be added to the preferred supplier list of the Bank, suppliers will be requested to supply the Bank with quotations and CVs of the proposed human resources each time a specific service is needed.
- 1.10.3 The appointed service provider will be expected to commence on the date as agreed upon with the Bank.

1.11 Confidentiality

- 1.11.1 Information relating to the valuation of the tender and recommendations concerning awards shall not be disclosed to the service providers who submitted the proposals or to other persons not officially involved in the process, until the successful service provider has been notified that it has been awarded the tender.

1.12.1 Withdrawal, Substitution and Modification of RFT

1.12.1 The Bank reserves the right to withdraw/rescind, substitute or modify the RFT. Notification of any withdrawal/rescission, substitution or modification will be given to all vendors.

Section 2: Notes to service provider

2.1 Price to include

2.1.1 The total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the specific service whether or not specifically referred to in the document.

2.2 Tender

2.2.1 The tender is required to comprise the following:

2.2.1.1 Company profile containing, inter alia, demonstrable experience of a dedicated consultant in assurance services and knowledge of TeamMate will be an added advantage;

2.2.1.2 capacity to deliver;

2.2.1.3 ID copies and CVs of consultants/employees who will be dedicated to the Bank for the project;

2.2.1.4 Proof of registration the dedicated consultants for Certified Information Systems Auditor (CISA) registration of the dedicated consultants;

2.2.1.5 Valid B-BEE rating certificate; and

2.2.1.6 Pricing.

2.2 Quality assurance

2.2.1 The Bank's engagement lead or project manager will agree with the successful service provider(s) on set standards of quality acceptance.

Section 3: Terms of Reference / Scope of work

- 3.1 Service providers should be able to assist the Internal Audit Department with the finalisation of the Bank's 2013/14 Information Technology (IT) Audit operational plan by conducting process, adequacy and effectiveness reviews in the IT general controls, IT application as well as IT Security areas under the supervision of the Bank's Senior IT Audit personnel;
- 3.2 The Bank will provide a workstation, telephone services for business related use , stationery and other relevant resources to perform the project until the project is finalised; and
- 3.3 The consultants will perform their duties during the Bank's normal working hours and in accordance with the terms and conditions as agreed upon between the successful bidder and the Bank, and within a three (3) months contract period from date of signing of the contract.

Section 4: Breakdown of costs

Cost breakdown according to the relevant fees, and including VAT must be attached hereto, and both the breakdown and Annexure A must be signed by the service provider.

The cost breakdown should be submitted on the company letterhead and should be signed by the authorised signatory.

Signed: _____
(for and on behalf of the service provider who by signature hereof warrants authorisation hereto)

Date: _____

Section 5: Summary of conditions of contract

1. Conditions of contract

Some of the terms of the contract which shall govern the rendering of services are set out herein below. However, the Bank may draft comprehensive conditions of contract after awarding the tender, if deemed necessary. The Bank is agreeable to negotiate the terms and conditions of the contract as may be reasonably required by either the Bank or the service provider.

2. Contact person

The service provider is to ensure that a contact person is appointed to the Bank's project.

3. Cost

It is the service provider's responsibility to ensure that the cost tendered, includes all matters deemed necessary for the successful rendering of services.

4. Insurance

The Service provider is to insure its own personnel, equipment and vehicles.

5. Protection of the service

The service provider must warrant the rendering of the service to the Bank for the period of the contract.

6. Contract type

The Bank wishes to enter into a fixed contract with a service provider. Service providers are requested to supply an example of their proposed service contract.

Annexure A: Form of Tender



South African Reserve Bank

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Employer: The South African Reserve Bank

Street address: 370 Helen Joseph Street, Pretoria

Telephone number: 012-313 3544

Service provider: _____

Contact person: _____

Postal address: _____

Telephone: _____ E-mail: _____ Fax: _____

Proposed tender sum	Appointment of consultants for provision of assurance services for the Bank's IAD		
14% VAT (if applicable)			
Total:			

Amounts in words

Signed: _____

(for and on behalf of the service provider who by signature hereof warrants authorisation hereto)

Date: _____

Vat registration number: _____

Kindly attach a copy of your standard contract for these services