



PART C: TENDER EVALUATION PROCESS - (SAT TENDER 215/22) PANEL OF INTERNAL AUDIT SERVICES PROVIDERS

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 Administrative and Mandatory bid requirements	Phase 2 Functional Technical Evaluation & Pitch Presentation	Phase 3 Price and B-BBEE Evaluation
Bidders who meet the minimum requirements on Phase 1 Will proceed to Phase 2 Phase 1 will be evaluated based on table 2 below.	Only bidder(s) who score 70% and above on phase 2 will proceed to Functional Technical Evaluation.	Shortlisted bidders from phase 2 who met the minimum threshold of 70% will be appointed and form part of the panellist. The Price & B-BBEE will apply when assignments are briefed into the panel of approved service providers and will form part of the selection process which may (where relevant) also include functionality criteria

Phase 1: Administrative and mandatory bid requirements

Without limiting the generality of South African Tourism's other critical requirements for this Bid, bidder(s) must submit all the documents required.

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.

Table 2: Phase 1 Evaluation

Document that must be submitted	YES/NO	Non-submission may result in disqualification?
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
B - BBEE Certificate 1		B - BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or is required. A copy of the template for this

		affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit a sworn affidavit will result in non-compliant on the preference points system)
Annexure A-Invitation (SBD 1)		Complete and sign the supplied pro forma document
Annexure B-Registration on Central Supplier Database (CSD)		All agencies, including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Annexure E-Declaration of Interest - SBD 4)		Complete and sign the supplied pro forma document
Annexure D-Preferential Procurement SBD 6.1		Complete and sign the supplied pro forma document

Phase 2: Desktop Functional Technical Evaluation = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders will be required to achieve a minimum threshold of **70%** in order to proceed to Phase 3 for Price and BBBEE level of contribution evaluations.

NB: BIDDERS MUST SUBMIT SEPARATE PROPOSALS AS PER THE CATEGORY SHOULD THEY WISH TO SUBMIT FOR MORE THAN ONE CATEGORY

Table 3: Phase 2 Evaluation

Deliverables / Performance Indicators	Weight Allocated	Reference pages in bidder's proposal.
Evaluation criteria		
BIDDERS RELEVANT EXPERIENCE The bidder must have a solid track record of at least three (3) years or more experience in the provision of services relating to selected service categories A to D on Part B The bidder must provide reference letters from clients with similar services for each service category. The reference letters must be on the company letterhead and include the company name, contact name, address, phone number, duration of the contract, or value of services, and a brief	35	

description of the services that the bidder has provided and the contact person • 1 = at least 3 years experience in the relevant service category • 2 = 4 to 5 years of experience in the relevant service category • 3 = 6 or more years of years experience in a relevant service category The letter must include the company name, contact name, address, phone number, duration of the contract, or value of services, and a brief description of the bidder's services. NB: South African Tourism may contact the referees for completeness 0 (0) = none scoring will be evaluated as follows: - No submission/irrelevant experience/less than three (3) years - Less than three (3) contactable references; - No indication of years of experience on a provided list of past or existing experience. - Submission of appointment letters/purchase orders or contracts instead of reference letters. NB: Reference letters should not be older than 6 years. (SAT will only accept letters from 2017 till the present to avoid bidders who have never engaged/ do work for the past six years)										
2. PROJECT APPROACH AND PLAN Bidders must provide a detailed description of how they intend to execute the assignment from inception to completion. Bidders must provide the approach to deliver services required by SA Tourism, a project plan with clear lead times, and technology to support the project delivery Rating: Approach to delivering services required by South African Tourism, Project Plan with Clear lead times and Technology to support the project.	35									
TEAM COMPETENCIES The proposed director/partner must possess the following qualifications in order to be considered for evaluation: CA (SA)/CIA/CISA in Accounting/Internal Auditing or any other equivalent qualifications relevant to Audit services. <table><tr><th>Resource/s</th><th>1 Points</th><th>2 points</th><th>3 points</th></tr><tr><td>Partner/Director</td><td>10 to 14 years</td><td>15 to 19 years</td><td>20 years and more</td></tr></table> Attach certified copies of qualifications and CV. Provide proof of professional membership in a good standing with the relevant professional bodies. NB: South African Tourism may contact the referees for completeness 0 (0) = none scoring will be evaluated as follows - No submission/irrelevant experience and qualification. - Less than ten (10), Five (5) and three (3) years of experience - Failure to provide proof of professional membership under the Director/Partner	Resource/s	1 Points	2 points	3 points	Partner/Director	10 to 14 years	15 to 19 years	20 years and more	20	
Resource/s	1 Points	2 points	3 points							
Partner/Director	10 to 14 years	15 to 19 years	20 years and more							

The proposed Manager must possess the following qualifications in order to be considered for evaluation: Degree or B Tech in Accounting/ Internal Auditing or any other equivalent qualifications relevant to Audit services.				10	
Resource/s	1 Points	2 points	3 points		
Manager	5 to 9 years	10 to 14 years	15 years and more		
Attach certified copies of qualifications and CV.					
NB: South African Tourism may contact the referees for completeness					
0 (0) = none scoring will be evaluated as follows					
- No submission/irrelevant experience and qualification.					
- Less than ten (10), Five (5) and three (3) years of experience					
- Failure to provide proof of professional membership under Director/Partner					
The proposed Consultant/Specialist must possess the following qualifications in order to be considered for evaluation: A diploma in Accounting/ Internal Auditing or any other equivalent qualifications relevant to Audit services.				5	
Resource/s	1 Points	2 points	3 points		
Consultant/Specialist	3 to 4 years	5 to 7 years	7 years and more		
Attach certified copies of qualifications and CV.					
NB: South African Tourism may contact the referees for completeness					
0 (0) = none scoring will be evaluated as follows					
- No submission/irrelevant experience and qualification.					
- Less than ten (10), Five (5) and three (3) years of experience					
- Failure to provide proof of professional membership under Director/Partner					
Quality Assurance reviews				5	
Provide South Africa Tourism with evidence that they have been Quality Assured by the Institute of Internal Auditors or external independent quality assurance reviewers or have participated as a service provider in the external QA of the client. Report/ letter must be attached as evidence thereof and proof submitted.					
Evaluation rating 1 equals to 3 points. Proof of undergoing external quality assurance review (Report) or a letter from the client in which you participated in the external QA of the provided Internal Audit Services (in-house or outsourced) to client as a service provider with a positive outcome. Evaluation rating 0 equals to non-allocation of points, to the bidders who: - No proof attached. - The external quality assurance review outcome was negative/non-					

conformance outcome.		
Total Weight	100	

If required, they will be at a high level where criterion will be identified that the bid evaluation team might be interested in looking more closely at. The bid evaluation committee will have the opportunity to ask questions and make notes of what they consider to be gaps in the proposals compared with how well the business requirements are satisfied.

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each individual criterion on the bid evaluation score sheet using the following value scale/matrix:

Table 4: Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3
Acceptable	Satisfies the requirement with minor additional benefits , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2
Average	Submission meets the minimum requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & quality measures required to provide the goods/services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20) = 100 points

Shortlisted bidders from phase 2 who met the minimum threshold of 70% will be appointed and form part of the panellist. The Price & B-BBEE will apply when assignments are briefed into the panel of approved service providers and will form part of the selection process which may (where relevant) also include functionality criteria

The total points for price evaluation 80/20 and the total points for BBBEE evaluation (out of 20 will be consolidated. The bidder who scores the highest points for comparative pricing and B-BBEE status level of contributor after the consolidation of points will normally be considered as the preferred bidder who South African Tourism will enter into further negotiations with.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder all other bidders will be considered as unsuccessful. That was tendered for.

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder, all other bidders will be considered as unsuccessful.

END.