

PORTION 1: TENDER

Section T1.1: Tender Notice and Invitation to Tender

Bloem Water is a schedule 3B Public Business Enterprises (PFMA, Act 1 of 1999), which has been established in terms of the Water Services Act (Act 108 of 1997).

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The role of internal audit is to provide independent assurance that an organisation's risk management, governance and internal control processes are operating effectively.

Bloem Water established an internal audit unit, however only one position has been filled up to date. The Internal Audit Unit is currently lacking the necessary specialised skills and expertise in certain activities (example ICT audits, engineering knowledge, forensic audits etc.) and has capacity constraints. Proposals are requested from suitably qualified Accounting and Auditing companies and firms, individuals and consortia to assist the Internal Audit Unit with the execution of the Internal Audit activities within the unit.

Scope of Works

The service provider to be appointed will be required to perform the following functions:

- Together with the Manager: Internal Audit, Assist with the preparation of the three-year rolling plan
- Together with the Manager: Internal Audit, Perform the reviews per the three-year rolling plan
- Reports on planned reviews completed and signed off within the prescribed timeframes
- Perform quality assurance reviews for all the assigned projects per the plan
- Write and present audit reports to management through the office of the Manager: Internal Audit
- Make contributions on improving the unit's work by suggesting best practices
- Attend planned meetings with the Manager: Internal Audit, relevant managers, Executives, Chief Executive where required
- Provide a complete audit file for each project (soft copy)
- Audit of strategic performance contacts of senior management and executives

Pre- Qualification Specific Tender Conditions:

The pre-qualifying criteria objective is to advance certain designated groups that meets the specific tendering condition:

- (a) a tenderer having a stipulated minimum B-BBEE status level of contributor **Level 4**;

"Designated group" means

- i. Black people
- ii. Black Designated groups
- iii. Women
- iv. People with disabilities; or
- v. Small enterprise, as defined in the National Small Enterprise Act, 1996 (Act No. 102 of 1996)

Preference will be given to Service Providers who have demonstrated previous expertise in the relevant field, capabilities, and have the required qualified human resources.

A tender that fails to meet the pre-qualifying criteria stipulated in the tender documents is an unacceptable tender as stipulated in the PPPF Act 2017, (Act No.5 of 2000): Government Gazette No.40553

Firms who meet the specified pre-qualification will be further evaluated in line with the 80/20 method as per the PPPF Act; Bloem Water reserves the right not to award the tender to the highest scoring bidder.

Where bid documents can be obtained:

Tender documents are downloadable from **Wednesday, 05 February 2020**.

Website: www.etenders.gov.za - National Treasury Website – eTender Publication

Website: www.bloemwater.co.za – Bloem Water Website

A compulsory briefing session will not be held.

The office coordinates are - **29°08'42.2"S 26°09'23.5"E**

Completed proposals must be addressed as below and deposited before **12:00 on Friday, 21 February 2020** at the Tender Box situated at the Bloem Water Reception Area for Attention:

Mr Lerato Moeketsi

Supply Chain Management

Bloem Water

2 Mzuzu Street

Pellissier

Bloemfontein

9322

Each proposal must be submitted in One **(1) envelope** clearly marked:

- 1. Request for Proposal (RFP): Appointment of Internal Auditor for Bloem Water – Contract No.: BW242/HO/IAS/17**

With the bidders name and address. Bloem Water promotes Broad-Based Black Economic Empowerment. The name of the firm submitting the tender shall be clearly shown on all correspondence. An appointment will be made in terms of the approved Supply Chain Management Policy of the Board of Bloem Water.

Service Providers who meet the specified quality criteria will be further evaluated in line with the Preferential Procurement Policy Framework Act (PPPFA) principle of 80/20. Bloem Water reserves the right not to award the tender to the highest scoring bidder.

Tenders may only be submitted on the tender documentation that has been issued. **A One-envelope system will be followed.**

Proposals which are incomplete, filled incorrectly, or telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Should you do not receive any feedback from Bloem Water after 60 days of submission, consider your tender unsuccessful.

Technical Queries can be directed to:

Ms Nadine Koen
Internal Auditor

Tel: 051-403 0800

Fax: 051-422 5333

E-mail: nadinek@bloemwater.co.za

Tender Administrative Queries can be directed to:

Mr T Khaeane or Mr L Moeketsi

Supply Chain Management

Tel: 051 - 403 0800

Fax: 051 – 422 5333

Email: thatok@bloemwater.co.za or leratom@bloemwater.co.za

NB: Service Providers to all departments, constitutional institutions and public entities listed in schedule 2 and 3 of the PFMA are required to self-register on the Central Supplier Database.