



**TENDER DOCUMENT: HPCSA 04/2023**

**REQUEST FOR PROPOSAL  
OUTSOURCED INTERNAL AUDIT FOR A  
PERIOD OF THREE (3) YEARS**

**ON BEHALF OF THE  
HEALTH PROFESSIONS COUNCIL  
OF SOUTH AFRICA**

**Situated at: 553 Madiba Street, Arcadia, Pretoria**

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## PART 1 – GENERAL TENDER INFORMATION

<b>TENDER ADVERTISED</b>	<b>16 July 2023</b>
<b>TENDER CLOSING DATE/TIME</b>	<b>01 August 2023 (12h00 – Local SA Time)</b>
<b>COMPULSORY BRIEFING DATE &amp; TIME</b>	<b>N/A</b>
<b>VENUE</b>	<b>N/A</b>
<b>TENDER BOX &amp; ADDRESS</b>	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001  If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
<b>HPCSA TENDER REPRESENTATIVES</b>	Ms. L Makhanthisa Email: <a href="mailto:Tenders@hpcsa.co.za">Tenders@hpcsa.co.za</a>
<b>TENDER FEE:</b>	N/A.
<b>OPENING OF TENDERS: PLACE TIME</b>	HPCSA Main Building, 553 Madiba Street <b>01 August 2023 [12h00]</b>
<b>PREFERENCE SYSTEM</b> (Preferential Procurement Regulations)	<b>80/20</b>

**PART 2 - DETAILS OF TENDERER**

**2.1 Type of Entity** (Please tick one box)

Individual / Sole Proprietor  
Company

Close Corporation

Partnership or Joint Venture or Consortium  Trust

Other: .....

**2.2 Required Details** (Please provide applicable details in full):

<b>Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor</b>	
<b>Trading as</b> (if different from above)	
<b>Company / Close Corporation registration number</b> (if applicable)	
<b>Postal address</b>	Postal Code _____
<b>Physical address</b> (Chosen domicilium citandi et executandi)	Postal Code _____
<b>Contact details of the person duly authorised to represent the tenderer</b>	Name: Mr/Ms _____ (Name & Surname) Telephone:( ____ ) _____ Fax:( ____ ) _____ Cellular Telephone: _____ E-mail address: _____
<b>Income tax number</b>	
<b>VAT registration number</b>	
<b>SARS Tax Compliance Status PIN</b>	

**PART 3 – FORM OF OFFER AND ACCEPTANCE**

**TENDER NO: HPCSA 04/2023 OUTSOURCED INTERNAL AUDIT**

**PART A (TO BE FILLED IN BY TENDERER):**

**Required Details** (Please provide applicable details in full):

<b>Name of Tendering Entity*</b> <b>("the tenderer")</b>	
<b>Trading as</b> (if different from above)	

**AND WHO IS** represented herein by:(full names of signatory)

\_\_\_\_\_

duly authorized to act on behalf of the tenderer in his capacity as: (title/ designation)

\_\_\_\_\_

**HEREBY AGREES THAT** by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk.
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
  - a. terms and conditions stipulated in this tender document.
  - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_

Print name(s):

On behalf of the tenderer (duly authorized)

\_\_\_\_\_

Dat

\_\_\_\_\_

**FORM OF OFFER AND ACCEPTANCE (continued)**

**TENDER NO: HPCSA 04/2023 OUTSOURCED INTERNAL AUDIT**

**PART B (TO BE FILLED IN BY THE HPCSA)**

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER")

\_\_\_\_\_, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months.

2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_  
(PLACE) (DD) (MM) (YY)

\_\_\_\_\_  
Signature(s) and stamp of  
Executive Director or his/ her delegated authority

\_\_\_\_\_  
Print name(s):  
(duly authorized in terms of  
the System of Delegations  
as approved by Council)

**FORM OF OFFER AND ACCEPTANCE (continued)**

**Schedule of Deviations**

**Notes:**

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.
  
- e) Subject .....  
Details .....  
.....  
.....  
.....
  
- f) Subject .....  
Details .....  
.....  
.....  
.....
  
- g) Subject .....  
Details .....  
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification, or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## 4. PART 4 - ADMINISTRATIVE INFORMATION

### 4.1 Purpose

- 4.1.1 To appoint a suitable and independent Internal Audit Service Provider, registered with the relevant internal audit statutory bodies to establish and maintain an appropriate Internal Audit Service to the HPCSA for a period of three years commencing in October of 2023.

### 4.2 HPCSA Terms & Conditions of the Tender

- 4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).
- 4.2.2 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.
- 4.2.3 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.
- 4.2.4 Tenders should be submitted in a sealed package marked, “**HPCSA 04/2023**”
- 4.2.5 **Bidders are required to provide both hard and electronic copies of their bid submission/ regarding Envelope 1 – “Technical Proposal”, bidders must provide original proposal plus three (3) hard copies.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.
- Note: This Tendering Process will use a two-envelope system i.e., Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.***
- 4.2.6 No Tender received by telegram, mail, e-mail, or facsimile will be considered.
- 4.2.7 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.
- 4.2.8 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.



### **4.3 Confidentiality**

- 4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

### **4.4 Retention of Tenders**

- 4.4.1 All tenders submitted shall become the property of the HPCSA.
- 4.4.2 The HPCSA will make all reasonable efforts to maintain tenders in confidence.
- 4.4.3 Proprietary information should be identified in each tender.

### **4.5 Cancellation and re-invitation of bids**

- 4.5.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

### **4.6 Vendor Communications**

- 4.6.1 During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions.
- 4.6.2 All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.
- 4.6.3 All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

### **4.7 Prime Service Provider Relationship**

- 4.7.1 The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued.
- 4.7.2 Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

## 4.8 Response Validity Period

4.8.1 Tender responses will be valid for a period of 90 days after the closing date.

## 4.9 Pricing Section

4.9.1 These guidelines are to assist you in submitting pricing data.

4.9.2 Provide a summary description of your standard estimating methods bearing the following in mind:

- a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated.
- b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
- c. Price must be fixed for all categories and inclusive of the three yearly increases.

## 5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

### 5.1 Background

**5.1.1 The Health Professions Council of South Africa (HPCSA) came into being as a result of the Health Professions Act 56 of 1974 (HPA). In terms of the HPA the HPCSA is obligated to: -**

- Set contextually relevant healthcare training and practice standards for registered professions;
- Ensure compliance with standards;
- Foster on-going professional development and competence;
- Protect the public in matters involving the rendering of health services;
- Engage the public and all relevant stakeholders;
- Uphold and maintain ethical and professional standards within the health professions.

### **5.1.2 PURPOSE OF THE REQUEST FOR TENDER**

To appoint a suitable and independent Internal Audit Service Provider, registered with the relevant internal audit statutory bodies to establish and maintain an appropriate Internal Audit Service to the HPCSA for a period of three years commencing in October of 2023.

### **5.1.3 MANDATE OF THE INTERNAL AUDIT FUNCTION WITHIN THE HPCSA**

The internal audit function is independent assurance activity and provides appraisal capability within the HPCSA. This is done by providing management with a systematic review and evaluation of operations for determining compliance and the economy, efficiency and effectiveness of policies, procedures, practices, and the overall internal control within the HPCSA.

### **5.1.4 OBJECTIVES OF THE INTERNAL AUDIT FUNCTION**

The objective of the HPCSA's Internal Audit function is: -

- to provide independent, objective assurance and consulting services designed to add value and improve the HPCSA's operations.
- to assist the HPCSA accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- render an independent appraisal function as a service to the Council by examining and reviewing the effectiveness of internal controls for the purpose of assisting management in the effective discharge of their responsibilities.
- assist the Audit and Risk Committee (ARCOM), and through it the Council and Registrar, in the effective discharge of their responsibilities.
- furnishing them Council, ARCOM and Register with analyses, appraisals, recommendations, counsel, and information concerning the activities that have been reviewed as well as regular follow-ups.
- Other objectives/standards/controls of the audit function, which are subject to an evaluation, are to review the following:
  - a) Internal control processes;
  - b) The information systems environment;
  - c) The reliability and integrity of financial and operational information;
  - d) The effectiveness of operations;
  - e) Compliance with policies, regulations, and contracts;
  - d) The safeguarding of assets;
  - e) The economical and efficient use of resources;
  - f) The achievement of established annual performance outcomes and objectives; and
  - g) Compliance with laws, regulations, and controls.

## 5.2 SCOPE OF WORK

The internal audit function must, in consultation with Audit and Risk Committee (ARCOM), prepare:

- (a) A rolling three-year Internal Audit Plan based on its assessment of key areas of risk for the HPCSA, having taken into consideration the regulator's current operations, the operations proposed in its strategic plan and its risk management plan.
- (b) A detailed annual Internal Audit Plan.
- (c) Plans indicating the scope, cost, and timelines of each audit in the annual internal audit plan.
- (d) Audit reports directed to ARCOM on results of internal audit review conducted with recommendations and its performance against the plan to allow effective monitoring and intervention, when necessary.
- (e) Co-ordinate with other internal and external providers of assurance to ensure proper coverage and minimal duplication of effort.

The internal audit function will also assist the Council in maintaining effective controls by evaluating those controls and developing recommendations for enhancement or improvement. It must assist the Council in achieving the objectives of the HPCSA by evaluating and developing recommendations for the enhancement or improvement of the processes through which:

- (a) Objectives are established and communicated;
- (b) The accomplishment of objectives is monitored;
- (c) Accountability is ensured;
- (d) The adequacy and effectiveness of the system of internal control are reviewed and appraised;
- (e) The relevance, reliability and integrity of management information, financial and operating data and reports are appraised;
- (f) Systems established to ensure compliance with policies, plans, procedures, statutory requirements, and regulations, which could have a significant impact on operations, are reviewed;
- (g) The means of safeguarding assets are reviewed and deemed as appropriate in verifying the existence of such assets;
- (h) The economy, efficiency and effectiveness with which resources are employed are appraised;

- (i) The results of operations or programmes are reviewed to ascertain whether they are consistent with the HPCSA established goals and outcomes, and whether the operations or programmes are being carried out as planned; and
- (j) The adequacy of established systems and procedures are assessed.

#### **5.2.1 THE AUDITS TO BE TAKEN INTO ACCOUNT INCLUDES BUT NOT LIMITED TO**

- (a) IT security and systems processes audit.
- (b) Conducting special assignments and consulting services, on behalf of ARCOM or the Registrar, into any matter or activity affecting the integrity, interests, and operating efficiency of the HPCSA.
- (c) Audit designed to detect fraud.

#### **5.2.2 FRAUD AND IRREGULARITIES**

In planning and conducting its work, the internal auditor should seek to identify serious defects in internal controls, which might result in possible malpractices.

#### **5.2.3 ACCOUNTABILITY**

The Internal Audit function shall be ultimately accountable to the Audit and Risk Committee of the HPCSA to:

- (a) Periodically provide an assessment on the adequacy and effectiveness of HPCSA processes for controlling its activities and managing its risks.
- (b) Report significant issues related to the processes for controlling the activities of the HPCSA, including potential improvements to those and provide information concerning such issues through active and constructive resolution.
- (c) Provide information of the status and results of the annual audit plan and the sufficiency of internal audit resources; and
- (d) Coordinate with, and provide support or oversight of, other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

#### **5.2.4 INDEPENDENCE**

National Treasury Regulation 3.2.9 requires: “An internal audit function must report directly to the Accounting Officer and shall report at all audit committee meetings. The function must be independent of activities that are audited, with no limitation on its access to information.

To provide for the independence of the Internal Audit function, the function reports administratively to the Accounting Officer and functionally to the Audit and Risk Committee of the HPCSA. All relationships with any entity regulated by the HPCSA must be disclosed.

#### **5.2.5 RESPONSIBILITY**

The Internal Audit function has the responsibility to:

- (a) Provide Chief Audit Executive services for HPCSA.
- (b) Develop a rolling three-year internal audit plan.
- (c) Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risk or control concerns identified by management and submit that plan to the Audit and Risk Committee for review and approval as well as periodic updates
- (d) Implement the annual audit plan as approved, including as appropriate any special tasks or projects requested by Management and/or the Audit and Risk Committee. All requests made must be authorised by the Audit and Risk Committee.
- (e) Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet requirements of the Internal Audit Charter.
- (f) Ensure that there is audit staff continuity
- (g) Be aware of changes in the environment and prioritise these for consideration by the Audit and Risk Committee.
- (h) Issue periodic reports to the Audit and Risk Committee and management summarising the results of internal audit.
- (i) Keep the Audit and Risk Committee informed of emerging trends and successful practices in internal audit.

#### **5.2.6 STANDARDS OF AUDIT PRACTICES**

The Internal Audit function should comply with the Standards for the Professional Practice of Internal Auditing. Internal Audits should be conducted in accordance with the Code of Ethics and the Standards for the Professional Practice of Internal Auditing as laid down by the Institute of Internal Auditors.

### **5.2.7 RELATIONSHIPS WITH EXTERNAL AUDITORS**

The Internal Audit function will co-ordinate its work with other assurance providers as informed by the combined assurance framework. The External Auditors will assess the work of the Internal Audit in order to minimise duplication of audit effort.

### **5.2.8 KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

The Internal Auditing service provider (firm) must have been in practice for a minimum period of eight (8) years at the time of responding to this RFP.

The Lead Consultants must be holders of degrees in one of these areas: Accounting, Finance, Internal Audit, Business Administration, Economics, Law, or a related discipline. A Post Graduate degree would be an added advantage. They must also hold an active membership of:

- The Institute of Internal Auditors (IIA) with relevant professional certification in internal audit.

In addition, they must meet the following requirements:

- Minimum of eight (8) years of hands-on experience in leading internal audit activities and assignments for a similar organization.
- Sufficient recent experience in the practice of internal auditing at a management level.
- Members that will be involved in the internal audit must be holders of Certified Internal Auditor credential as well as having recent-
  - Minimum three (3) years post-graduation experience in internal auditing.
  - Experience in auditing of automated systems
  - Knowledge of leading internal auditing practices.
  - Bidding company must prove going concern status.
    - Annually Submit this confirmation immediately after financial year end.
  - Directors of the Bidding Company must prove that they are not unrehabilitated insolvents.

The successful bidder will not change or replace resources without prior express approval of the HPCSA irrespective of whether the new resources meet the set-out criteria set out above or not. The replacement resource must hold the same qualification and experience or higher as compared to the previous resource.

### 5.2.9 RELATIONSHIP WITH HPCSA'S INTERNAL AUDIT FUNCTION

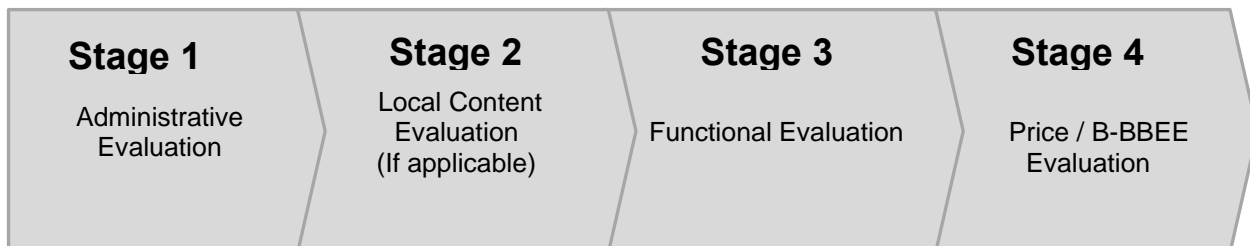
The HPCSA and the successful bidder will sign an Outsource agreement to govern the relationship that will be entered into.

### 5.3 Duration of contract

- a. The Service Provider would be required to enter into a service level agreement for a period of three (3) years.

## 6. PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations, 2022. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.
- The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



### 6.1 Stage 1: Administrative Evaluation

During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

- a. Complied with all the conditions of tender; and
- b. Submitted all mandatory documentation required;
- c. Submitted all compliance documents (i.e., CSD Reports)

A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further.

The required mandatory administrative documentation includes the following:



<b>Mandatory Document</b>	<b>Checklist</b>
Company Registration Certificates	
Central Supplier Database (CSD) Report	
A Company Profile	
Valid updated Workman's Compensation Certificate	
Bidder's three (3) years audited financial statement.	
Service provider should at least have eight (8) years' experience in conducting internal auditing.	
Minimum of eight (8) years of hands-on experience in leading internal audit activities and assignments for a similar organization.	
Persons deployed to execute the assignment must have a minimum of 3 years referenceable working experience in Internal Audit.	
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
SBD4 – Declaration of Interest see <b>Annexure A</b>	
SBD8 – Declaration of bidders past Supply Chain Management Practices <b>Annexure B</b>	
SBD9 – Declaration of Independent Bid Determination <b>Annexure C</b>	

## 6.2 Stage 2: Local Content

- Local Content is **not** applicable for this Tender.

## 6.3 Stage 3: Functional Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

### Scoring Criteria

All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.

*A minimum score of 70 points out of 100* will be required to pass the Functional Evaluation stage.

The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and Specific Goals.

TECHNICAL EVALUATION CRITERIA	SUB-	POINTS
CRITERIA	CRITERIA	
<p><b>Company Experience:</b></p> <ul style="list-style-type: none"> <li>- A list of five (5) contactable references for Internal Audits (risk based internal audit projects) successfully undertaken. State the following:               <ul style="list-style-type: none"> <li>- Name of the client;</li> <li>- Contact Details;</li> <li>- Nature of work and dates when work performed; and</li> <li>- The value of the contract.</li> </ul> </li> <li>- A list of five (5) contactable references for IT Audits (General/Application Controls and Information Security) successfully undertaken. State the following:               <ul style="list-style-type: none"> <li>- Name of the client</li> <li>- Contact Details</li> <li>- Dates when work performed.</li> <li>- The value of the contract</li> </ul> </li> <li>- A list of five (5) contactable references for Performance Audits (Value for Money Audits) successfully undertaken. State the following:               <ul style="list-style-type: none"> <li>- Name of the client</li> <li>- Contact Details</li> <li>- Dates when work performed.</li> <li>- The value of the contract</li> </ul> </li> </ul>	<p>30</p> <p>5</p> <p>5</p>	<p>40</p>
<p><b>Methodology and Approach</b></p> <ul style="list-style-type: none"> <li>- Demonstrate in-depth understanding of the different types of audits undertaken by HPCSA internal audit function.               <ul style="list-style-type: none"> <li>- Regularity Audit Methodology</li> <li>- Compliance Audits Methodology</li> <li>- IT Audits Methodology</li> <li>- Performance Audits Methodology</li> </ul> </li> </ul>	<p>5</p> <p>5</p> <p>5</p> <p>5</p>	<p>20</p>

<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>- The Bidder must provide proof of quality assurance review of their work done by an external accredited service provider by the Institute of Internal Auditors (IIA).</li> <li>- Be in possession of an Institute of Internal Auditors (IIA) Generally Conform certificate.</li> <li>- Must provide a High-level view of the Quality Review Methodology which will be in compliance to International Professional Practices Framework.</li> </ul>	<p>5  5  10</p>	<p>20</p>
<p><b>Combined Assurance Model</b></p> <ul style="list-style-type: none"> <li>- The methodology must address how the bidder will assist HPCSA to implement an effective combined assurance model.</li> </ul>	<p>5</p>	<p>5</p>
<p><b>Team Leader/ Engagement Leader Qualifications</b></p> <p>The bidder must at least have three different Team leaders with the following professional qualifications (at least one qualification per team leader):</p> <ul style="list-style-type: none"> <li>- Partner/Director/Associate: Certified Internal Auditor (CIA);</li> <li>- Chartered Accountant (CA) (SA);</li> <li>- Certified Information Systems Auditor (CISA);</li> <li>- Certified copies of qualifications should be attached.</li> <li>- CV's and Copies of Qualifications and Proof of membership of Institute of Internal Auditors for those who will be leading as well as those performing the actual audit work must be submitted.</li> </ul>	<p>15</p>	<p>15</p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>	<p><b>100</b></p>

**Stage 4: Price and Specific Goals**

Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (Specific Goals). The 80/20 preference point system will be applicable for this tender, in accordance with the Preferential Procurement Regulations, 2022.

4.(1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

**Where**

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

(2) A maximum of 20 points **may be** awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act (PPPFA, 2000 (Act No. 5 of 2000)), the contract must be awarded to the tenderer scoring the highest points.

**Evaluation of Specific Goals**

Specific goals will be scored out of 20 points. If a tenderer fails to meet Specific goals and submit proof, the tenderer will not be disqualified. However, be awarded 80 points for price and will score 0 points for Specific goals (out of 20).

BBEE Status Level will be used to allocate Specific Goals Points in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system) For procurement, up to R50 million</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**NOTE: A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.**

**7. PART - 8 HPCSA CONTRACT Template (Attached separately)**

ANNEXURE A



Health Professions Council of South Africa

## **SERVICE PROVIDER DECLARATION FORM**

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

Health Professions Council of South Africa  
P O Box 205  
PRETORIA  
0001

553 Madiba (previously known as Vermeulen) Street  
Arcadia  
PRETORIA  
0007

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: [Tenders@hpcsa.co.za](mailto:Tenders@hpcsa.co.za)

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION  
SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

**Where applicable under mentioned documents must be attached with tenders**

**Please tick box**

	<b>Y</b>	<b>N</b>	<b>NA</b>
Valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency/Affidavit			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
If applicable; a Joint Venture agreement (certified)			
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA Service Provider declaration form			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form			











**Identification number**

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**Capacity**

D	P	M	R	O
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**M      F    (sex)**

--	--

**HDI status**

H	W	D

**First name**

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**Surname**

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**Identification number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Capacity**

D	P	M	R	O
---	---	---	---	---

**M      F (sex)**

--	--

**HDI status**

H	W	D

**CONTACTABLE REFERENCES**





1. The information supplied is correct.
2. All copies of relevant information are attached.

**Personal information in block letters**

**Name**

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**Surname**

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**Telephone**


**Capacity**


**On behalf of the (Service Provider's Name)**


Signed and sworn to before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of 2023 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

\_\_\_\_\_  
**Signature: Applicant on behalf of Service Provider**

\_\_\_\_\_  
**Signature: Commissioner of Oath**

Commissioner of Oath Official Stamp







In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

<b>ANNEXURE B. SERVICES</b>		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame <b>(30 Days term)</b> as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

**QUESTIONNAIRE COMPLETED BY:**

\_\_\_\_\_  
**NAME:**

\_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**



**ANNEXURE B SBD 4 (Attached separately)**

**ANNEXURE C SBD 8 (Attached separately)**

**ANNEXURE D SBD 9 (Attached separately)**

**ANNEXURE E SBD 6.1 (Attached separately)**