

**SCI-BONO DISCOVERY CENTRE NPC**

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Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS**  
**PROVISION OF EXTERNAL AUDIT SERVICES**  
**CS/SCM/FINANCE/R20-21/13**

**1. DETAILS OF THE RFP**

<b>RFP NO</b>	<b>CS/SCM/FINANCE/R20-21/13</b>
<b>RFP FOR</b>	Provision of External Services
<b>ADVERTISEMENT DATE</b>	<b>26 November 2020</b>
<b>COMPULSORY BRIEFING</b>	<b>None</b>
<b>SUBMISSION DEADLINE</b>	<b>17 December 2020 @ 12H00 PM</b>
<b>RFP SUBMISSION DATE</b>	corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017
<b>RFP VALIDITY PERIOD</b>	90 Days

**2. BACKGROUND INFORMATION**

2.1. The Sci-Bono Discovery Centre is an independent Non Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono's envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It also works closely with Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

### 3. PURPOSE

- ✚ The purpose of this request is to appoint a suitable independent External Audit Service Provider, registered with the independent Regulatory Board for Auditors (IRBA) that can establish and maintain an appropriate External Audit Service to Sci-Bono for the Financial Year end of **31 March 2021, 2022 & 2023**.
- ✚ The proposal must respond to an audit Sci-bono Discovery Centres Financial statements for the financial year ending **31 March 2021**. This audit is to be performed in accordance with general accepted auditing standards and the financial statements are to be prepared in accordance with General Accepted Accounting Principles (GAAP) and the International Financial Reporting Standards (IFRS) applicable to Non-profit Organisation.

### 4. OVERALL OBJECTIVES

- 4.1 Sci-Bono Discovery Centre is looking for an audit firm to render a service for **36 Months** on a fixed Term Contract.
- 4.2 The objective of the Audit is to express an opinion, as to whether the financial statements of Sci-Bono Discovery present fairly; in all material aspects, the financial position and result of the operation and changes in cash flow in accordance with general accepted accounting principles. Management will prepare the financial statements that will be subject to audit, and these statements will be available to the auditors.
- 4.3. The Auditors should be watchful of and report:
  - ✚ Any Significant or unusual transactions entered into by Sci-Bono that management and Board of Directors should be made aware of;
  - ✚ Any Deficiencies in internal controls that are of sufficient importance to merit the attention of Management or Board of Directors;
  - ✚ Any Disagreement with the Management about matters which are significant to the organization financial statement;
  - ✚ Any lack of compliance with the financial management and control policy;
  - ✚ Any lack of compliance with financial or other relevant legislation and/ or
  - ✚ Any lack of accountability in the use and management of Sci-Bono's assets, any such instance should be reported in the management letter.

## 5. EXPECTED DELIVERABLES

### 5.1. The Auditor will:

- ✚ Prepare an auditor's report and management letters in a format consistent with generally accepted auditing standards.
- ✚ Discuss the auditor's report and management letters with management and the Audit Committee prior to their distribution;
- ✚ Meet audit or reporting requirement dates as set out below;
- ✚ Provide a management letter that identifies areas of concern and weakness found, recommendations for improvement, and management response on any concerns identified;
- ✚ Complete scope of work;
- ✚ Schedule in-person meetings with Sci-Bono; and
- ✚ Provide required reporting to Sci-Bono ( weekly update, project milestone reports)

### 5.2. The expected key dates

Event Key	Dates
Audit Plan presentation to Audit Committee	12 February 2021
Sci-Bono Financial Year End	31 March 2021
Commencement of year-end audit work	01 May 2021
Complete Audit Work to recommend Financials	30 July 2021
Board meeting review and approved financial statement	15 August 2021
AGM	28 August 2021

## 6. PROPOSAL REQUIREMENT

### 6.1. No Conflict of Interest

- ✚ The successful bidder(s) must not have a real or apparent conflict of interest regarding its ability to provide its service to Sci-Bono;
- ✚ To avoid conflict of interest, Sci-bono may engage multiple vendors to complete its audit service requirements;
- ✚ The Bidder must disclose to Sci-Bono the names of any parties which it believes are, or may be, a real or apparent conflict.

## 6.2. Executive Summary

- ✚ The Bidder shall provide an executive summary with its proposal in addition to the minimum requirements as outlined. The executive summary shall briefly summarize the key aspects of the proposal and the primary contact person for the prospective bidder.

## 6.3. The RFP Submission should:

- ✚ Introduce the Audit firm and audit team, including the capability of the firm.
- ✚ Provide a description of the firms history and experience, especially as it relates to non-profit companies.
- ✚ Demonstrate an understanding of the scope and complexity of the required work;
- ✚ Description of the firm's abilities related to audit services. clearly outline if any service will be outsourced;
- ✚ Identify an individual who will be involved in the project, their proposed role on the project, their experience and qualifications to fulfil that role.
- ✚ Describe any internal or external professional and technical services that will be called upon to assist in the audit.
- ✚ Provide detailed description of the Audit firms proposed audit strategy, its processes and deliverables, and outline the methodology and approaches that would be used in carrying out the audit.
- ✚ Provide a proposed timeline for each component of the audit service to be provided, and indicated the proponents ability to meet the timeline as set out herein;
- ✚ Include a minimum of 3 client references (names, phone numbers and email address) who may be contacted to confirm the satisfactory delivery of service by key team member(s) on previous assignments.

## 6.4. Language of the proposal and other documents

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged between the bidder and Sci-Bono shall be written in the English language.

## 6.5. Cost of the Proposal

The bidder shall bear all costs associated with the preparation and submission of the proposal up to the final award of the contract. Sci-Bono will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

## 6.6 Due Diligence

Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders risk and may result in rejection of the bid.

The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/ or discrepancy in the RFP document, the Bidder should seek necessary clarifications by e-mail.

- 6.5. Submission must include the following mandatory requirements check. Submissions that do not include the mandatory information below may not be scored and can be rejected;

Mandatory Requirement		Yes / No
Proposals due – 15 December 2020		
Mandatory Specification		
1	Audit proposed work plan and timeline	
2	Audit Methodology proposed to complete the audit	
3	A cost quotation that has all-inclusive costs for the proposed audit work, which will be performed for the 28 February 2021 Financial year audit	
4	Costs identified in the proposal that clearly establish the basis of remuneration identifying both the hours of work and hourly rates for appropriate categories of audit staff and appropriate out of pocket expenses	

## 7. SUBMISSION MINIMUM REQUIREMENTS

- 7.1. The Service provider must supply Sci-Bono Discovery Centre with the following minimum mandatory requirements, failure to submit the requested documents shall be automatically disqualified;

Service provider must submit the following (Submit two envelopes as follows)

**NOTE: If the envelopes are not sealed and marked as per the instructions in this clause, Sci-Bono will not assume responsibility for the proposal's misplacement or premature opening and may – at its discretion – reject the proposal.**

**Envelope 1:**

- A Formal Written Quotation (clear & unambiguous; with VAT implications) per learner per day
- Quotation form downloadable from the Sci-Bono website.

**Envelope 2**

- Comprehensive Proposal.
- Certification of Company registration (CK).
- Valid Tax Clearance Certificate or Pin Status.
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website.
- B-BBEE certificate (SANAS) or Sworn Affidavit.
- Organizational Chart of the Firm.
- IRBA Registration Certificate (Independent Regulatory Board for Auditors).
- Audit Partner's IRBA Registration Certificate.
- Abridged project proposal which depicts the proposed project methodology and approach; and
- Detailed Curriculum Vitae of officials to be utilized when the project is implemented.
- Stamped Letter Confirming Bank Details.
- Proof of business address.

**7.2. REFERENCES**

7.2.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and Work performed.

7.2.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

### 7.3. Technical Proposal

7.3.1. IMPORTANT: The Technical Proposal shall contain no price or cost information. The Technical Proposal must include the following sections:

- a) Understanding of the Requirements for Services, including Assumptions -Include any assumptions as well as comments on the services as indicated in the Technical Specifications, or as the bidder may otherwise believe to be necessary.
- b) Proposed Approach, Methodology, Timing and Outputs -Any comments or suggestions on the technical specifications, as well as the bidder's detailed description of the manner in which it would respond to the technical specifications.
- c) Proposed Project Team Members –The curriculum vitae of the key team members proposed for the project, including their specific responsibilities on this project, relevant experience and professional certificates and/or accreditation.

### 7.4. Financial Implication

- 7.4.1 The bidder's separate sealed price component must contain an overall quotation in a single currency, either in South African Rands (ZAR) or in the currency of the bidder's country of incorporation or registration. If the bidder opts for the latter and for evaluation purposes only, its proposal will be converted into South African Rands (ZAR) using the South African rate of exchange in effect on the closing date for the submission of proposals.
- 7.4.2 The Financial Proposal shall be accompanied by a cover letter signed by a duly authorized representative of the bidder, confirming the following:
  - (a) The price; and
  - (b) The period of validity of the bid.
- 7.4.3. In preparing Financial Proposals, bidders should carefully note the following provisions regarding Sci-Bono policies on limitations on advance payments, retention, performance bonds, etc.
- 7.4.4. Sci-Bono's general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.
- 7.4.5. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, the bidder must submit documentation regarding its financial status, e.g. audited financial statements at previous financial year and include this documentation with its financial proposal. Further information may be requested by Sci-Bono at the time of finalizing contract negotiations with the selected bidder

## **8. CONTRACT DURATION**

8.1. The contract shall be for 3 years. The successful service provider shall directly report to the CFO, CEO and joint Committee: Audit and Risk Committee (ARC) and Finance Committee (FINCOM).

## **9. EXPERTISE AND CAPACITY**

9.1. The Bidder must comply with the standards of the independent Regulatory Board for Auditors (IRBA) including;

- Possess the knowledge, skills and technology essential to perform external audit work;
- Be skilled in dealing with people and communicating effectively;
- Maintain competence through continuous training and education;
- Be registered with IRBA; and
- Having the relevant quality assurance review processes in place

### **9.2. Content of the proposal**

- The bidder is expected to examine all corresponding instruction, forms, terms and specification required in the RFP.

## **10. FUNCTIONALITY EVALUATION CRITERIA**

- The evaluation process to determine the successful Bidder(s) will involve both qualitative and quantitative elements.
- As a general framework, all proposals presented by Bidder(s) will be evaluated in the context of the overall value that it brings to the initiative.
- While cost is a significant part of the evaluation criteria, it will not be the sole determinant.
- Each criterion below may be considered for each requirement listed, Bidder(s) must ensure they review the criteria when they develop each aspect of their proposal. Proposals will be reviewed and ranked on the following criteria and score out of a 100 point total as follows;

CRITERIA	SCORE RANGE	POINTS
<p><b>Outline</b>  <b>(40)</b></p>	<p><b>Proposed Approach and Methodology: The firm’s approach in carrying out the audit.</b>            (a) <b>0 points</b> = Poor approach and methodology in carrying out the audit            (b) <b>20 points</b> = Demonstrate a moderate understanding of the audit process and risk management            (c) <b>40 points</b> = Demonstrate quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.</p>	<p>40</p>
<p><b>Project and Implementation Plan</b>  <b>(20)</b></p>	<p>Appropriateness of suggested delivery schedule indicating targets and time frames per financial year and ability to reach and exceed the set targets.  <b>Score:</b>            (a) <b>0 points</b> = No understanding of PROJECT            (b) <b>5 points</b> = Demonstrate understanding of PROJECT, clear timelines and targets            (c) <b>10 points</b> = Demonstrate understanding of PROJECT, clear timelines, targets, and detailed implementation plan            (d) <b>20 points</b> = Demonstrate understanding of PROJECT, clear timelines, targets, detailed implementation plan, and engagement strategy.</p>	<p>20</p>
<p><b>Organization, Staffing and Physical Resources</b>  <b>(20)</b></p>	<p><b>Verifiable or supporting document of resources to be deployed in the project</b>  <i>(Project leader refers to a member of the Audit Firm that will be managing the audit and not the Engagement Partner signing off the report).</i>  <b>Score:</b>            (a) <b>0 points</b> = Projects leader not a qualified CA            (b) <b>10 points</b> = Good = Project leader is a qualified CA supported by team members whom not all have completed articles            (c) <b>20 points</b> = Very Good = Project leader is a qualified CA supported by team members who are post articles</p>	<p>20</p>
<p><b>Bidder’s Experience</b>  <b>(20)</b></p>	<p><b>Experience in Applying the Similar Project for (Experience of the lead employee considered):</b>            Experience in similar work done in the past.  <b>Score:</b>  <b>0 points</b> = from 0 – 2 years            (b) <b>5 points</b> = between 2 to 3 years            (c) <b>10 points</b> = between 4 to 5 years            (d) <b>15 points</b> = between 5 to 8 years            (e) <b>20 points</b> = from 8 and above</p>	<p>(a) 20</p>
<p><b>Total</b></p>	<p><b>Any service provider that would score less than 70% shall be eliminated and won’t be adjudicated for Price and BEE</b></p>	<p>100</p>

## **10.1. OPENING, EVALUATION AND ADJUDICATION OF PROPOSALS**

### **10.1.1. Opening of Proposals**

- 10.1.1.1. Sci-Bono will open the technical proposals in the presence of the Bid Evaluation Committee (BEC) formed by Sci-Bono at Sci-Bono on a date fixed after the closing of the tendering period. Each technical proposal will be opened during the session.
- 10.1.1.2. Financial proposals will be opened only after the technical evaluation of the proposals, by Bid Adjudication Committee (BAC).

### **10.2. Clarification of Proposals**

Sci-Bono may, at its discretion, ask any bidder for clarification of any part of its proposal to assist in the examination, evaluation and comparison of proposals. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

### **10.3. Preliminary Examination of Proposals**

- 10.3.1. Sci-Bono will examine the proposals to determine whether:
  - a) They are complete,
  - b) any computational errors have been made,
  - c) The documents have been properly signed, and
  - d) The proposals are generally in order.
- 10.3.2. Please note that Sci-Bono is not bound to select any of the firms/institutions submitting proposals.
- 10.3.3. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to Sci-Bono's general principles, including economy and efficiency, Sci-Bono does not bind itself in any way to select the firm/institution offering the lowest price.

### **10.4. Technical Evaluation of Proposals**

- 10.4.1. A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any evaluation of the Financial Proposal.
- 10.4.2. The technical evaluation of proposals will be accomplished by a selection panel. The selection panel will evaluate all proposals which have passed the preliminary examination of proposals.

10.4.3. The evaluation of submitted bid documents will be subject to a 2 Stage Evaluation Methodology.

## **10.5. Bid evaluation**

### **Stage 1a): Administrative Evaluation**

A paper-based evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed or attached such a bid will be eliminated from any further evaluation.

- Comprehensive Proposal.
- Certification of Company registration (CK).
- Valid Tax Clearance Certificate or Pin Status.
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website.
- B-BBEE certificate (SANAS) or Sworn Affidavit.
- Organizational Chart of the Firm.
- IRBA Registration Certificate (Independent Regulatory Board for Auditors).
- Audit Partner's IRBA Registration Certificate.
- Abridged project proposal which depicts the proposed project methodology and approach; and
- Detailed Curriculum Vitae of officials to be utilized when the project is implemented.
- Stamped Letter Confirming Bank Details.
- Proof of business address.

a) Contactable references by simply stating the following:

1. Name of client
2. Position
3. Contact telephone numbers
4. Dates and work performed.

### **Stage 1b): Functional Evaluation**

Functionality evaluation will be based on the following criteria:

A Bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non – responsive proposal and will be disqualified from further evaluation.

CRITERIA	SCORE RANGE	POINTS
<p><b>Outline</b></p> <p><b>(40)</b></p>	<p><b>Proposed Approach and Methodology: The firm’s approach in carrying out the audit.</b></p> <p>(a) <b>0 points</b> = Poor approach and methodology in carrying out the audit</p> <p>(b) <b>20 points</b> = Demonstrate a moderate understanding of the audit process and risk management</p> <p>(c) <b>40 points</b> = Demonstrate quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.</p>	<p>40</p>
<p><b>Project and Implementation Plan</b></p> <p><b>(20)</b></p>	<p>Appropriateness of suggested delivery schedule indicating targets and time frames per financial year and ability to reach and exceed the set targets.</p> <p><b>Score:</b></p> <p>(a) <b>0 points</b> = No understanding of PROJECT</p> <p>(b) <b>5 points</b> = Demonstrate understanding of PROJECT, clear timelines and targets</p> <p>(c) <b>10 points</b> = Demonstrate understanding of PROJECT, clear timelines, targets, and detailed implementation plan</p> <p>(d) <b>20 points</b> = Demonstrate understanding of PROJECT, clear timelines, targets, detailed implementation plan, and engagement strategy.</p>	<p>20</p>
<p><b>Organization, Staffing and Physical Resources</b></p> <p><b>(20)</b></p>	<p><b>Verifiable or supporting document of resources to be deployed in the project</b>  <i>(Project leader refers to a member of the Audit Firm that will be managing the audit and not the Engagement Partner signing off the report).</i></p> <p><b>Score:</b></p> <p>(a) <b>0 points</b> = Projects leader not a qualified CA</p> <p>(b) <b>10 points</b> = Good = Project leader is a qualified CA supported by team members whom not all have completed articles</p> <p>(c) <b>20 points</b> = Very Good = Project leader is a qualified CA supported by team members who are post articles</p>	<p>20</p>
<p><b>Bidder’s Experience</b></p> <p><b>(20)</b></p>	<p><b>Experience in Applying the Similar Project for (Experience of the lead employee considered):</b></p> <p>Experience in similar work done in the past.</p> <p><b>Score:</b></p> <p><b>0 points</b> = from 0 – 2 years</p> <p>(b) <b>5 points</b> = between 2 to 3 years</p> <p>(c) <b>10 points</b> = between 4 to 5 years</p> <p>(d) <b>15 points</b> = between 5 to 8 years</p> <p>(e) <b>20 points</b> = from 8 and above</p>	<p>(a)</p> <p>20</p>
<p><b>Total</b></p>	<p><b>Any service provider that would score less than 70% shall be eliminated and won’t be adjudicated for Price and BEE</b></p>	<p>100</p>

### **Stage 1c): Presentation**

- 1c)1 All Bidders achieving the minimum threshold of 70 points during Stage 1b) of the evaluation process could be called upon to present the proposed solution to Sci-Bono. These Bidders will be informed of the presentation as well as the evaluation methodology to be used during the presentation.
- 1c)2 At the discretion of Sci-Bono, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of Sci-Bono's choice) followed by a question and answer session. If Sci-Bono determines that there is such a need, the presentation will be held at Sci-Bono, or by videoconference/Internet. Bidders will be given reasonable time to prepare for the presentation.

### **10.6. Bid Adjudication**

#### **Stage 2: Price**

- 10.6.1. The financial proposal will only be evaluated if the technical proposal achieves a minimum **of 70%** of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
- 10.6.2. Contract will be awarded guided by the principles of the Preferential Procurement Regulations, 2017 as per Gazette 10684. Responsive bids will be adjudicated in terms of (80/20) preference point system in terms of which points are awarded to Bidders on the basis of:

## **11. PRICING SCHEDULE AND DELIVERY**

### **11.1. GENERAL PRICING FEE**

- The bidder must provide a clear and unambiguous price schedule (quotation).
- All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
- Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.
- Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

## 12. CONDITIONS FOR SHORT LISTING

- Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.
- All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 7) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.
- Service providers are required to submit all documents specified on item 7.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

## 13. PRICE EVALUATION

- All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The **evaluation criterion** shall be as follows:
- The proposals / bids shall be evaluated using the 80/20 preference point scoring system. Where a 80/20 preference point system, which will be calculated be calculated as follows:

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

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

### 13.1. PREFERENTIAL POINTS

- In terms of Section 9 (1) of the Broad- Based Black Economic Empowerment Act the B - BBEE status Preference points must be awarded to a bidder for attaining the B - BBEE status level of contribution in Accordance with the table below:

**13.2. PREFERENCE POINTS**

- ✚ Failure to submit an original or certified copy of the Bidder’s B-BBEE certificate that is valid at the date of tender closing, will result in no points for Stage 2b being allocated to Bidder.

**13.3. POINTS FOR B-BBEE**

- ✚ An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

**14. POINTS FOR B-BBEE**

- An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

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

**15. AWARD CRITERIA**

- The bidder with the highest number of procurement points shall be awarded the contract, unless there are factors that may lead to a different decision.
- In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.
- However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.
- Qualifying proposals will be evaluated according to the following criteria:
  - Price: 80%
  - PDI / BEE rating 20%

- Prequalification criteria:
  - Level 1 to Level 3 B-BBEE Contributors; or
  - Exempt Micro Enterprises (EME); or
  - Qualifying Small Enterprises (QSE)  
(In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

## 16. CLOSING DATE AND TIME

- Submissions should be hand delivered by hand on or before **17 December 2020 at 12:00pm, deposited into the tender box marked “(Provision of External Auditor)”**. **NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.
- All correspondences shall be done by e-mail [tenders@sci-bono.co.za](mailto:tenders@sci-bono.co.za); no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

### 16.1. AMENDMENTS OF THE RFP

16.1.1. At any time prior to the closing date for submission of proposals, Sci-Bono may, for any reason, whether on its own initiative or in response to a clarification requested by a bidder, modify the RFP by amendment. Amendments could include modification of project scope or requirements, project timeline expectations or extension of the closing date for submission.

16.1.2. All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP. In addition, all amendments will be posted on the Sci-Bono website in the Request for Proposals section and in any other website used by Sci-Bono directly for publishing the Request for Proposals.

### 16.2. MODIFICATIONS AND WITHDRAWAL OF BIDS

Once Bids are submitted, these will be treated as final and no further correspondence will be entertained on this. No Bid will be modified after the deadline for submission of Bids.

### 16.3. RIGHT TO REJECT, ACCEPT/ CANCEL

Sci-Bono reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. Sci-Bono does not bind itself to accept the lowest or any Bid and reserves the

right to reject all or any Bid or cancel the RFP without assigning any reason whatsoever. Sci-Bono also has the right to re-issue the RFP without the Bidders having the right to object to such re-issue.

#### **16.4. NOTIFICATION OF AWARD/ PURCHASE ORDER**

After evaluation of all submitted Bids, Sci-Bono will obtain internal approvals prior to expiration of the period of Bid validity and send a Notification of Award/Purchase Order to the selected Bidder(s). Sci-Bono reserves the right to appoint more than one Bidder for this RFP.

#### **16.5. ACCEPTANCE PROCEDURE**

- ✚ Within five (5) days of receipt of Notification of Award/Purchase Order, the successful Bidder(s) shall return the acceptance of the award to Sci-Bono.
- ✚ Failure of the successful Bidder(s) to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.
- ✚ The successful Bidder(s) will be required to enter into an SLA or Contract with Sci-Bono based on the conditions and requirements of the RFP issued, within five (5) days of being appointed.
- ✚ The successful Bidder(s) will be required to present a final project delivery plan to Sci-Bono within five (5) days of being appointed.
- ✚ Upon the successful Bidder(s) accepting the Purchase Order and signing the SLA, Sci-Bono will notify each unsuccessful Bidder.

#### **17. PENALTY FOR BREACH**

- 17.1.** The Bidder shall perform its obligations under the bid/ agreement entered into with Sci-Bono, in a professional manner.
- 17.2.** Any act or failure by the Bidder under the bid/ agreement resulting in failure or inoperability of systems and if Sci-Bono must take corrective actions to ensure functionality of its property, Sci-Bono reserves the right to impose a penalty, which may be equal to the cost it incurs or the loss it suffers for such failures.
- 17.3.** Sci-Bono shall implement all penalty clauses after giving due notice to the Bidder.  
If the Bidder fails to complete the due performance of the contract in accordance with the specification and conditions of the offer document, Sci-Bono reserves the right either to cancel the order or to recover up to 15% of the contract amount as deemed reasonable as Penalty for non-performance.

## **18. AWARD OF CONTRACT**

### **18.1. Award Criteria, Award of Contract**

18.1.1. Sci-Bono reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the Sci-Bono's action.

18.1.2. Prior to expiration of the period of proposal validity, Sci-Bono award the contract in entirety to the qualified bidder(s) whose proposal, after being evaluated, is considered to be the most responsive to the needs of Sci-Bono and activity concerned. Sci-Bono reserves the right to award the contract components to bidders whose proposals are most cost-effective in respective components of this RFP.

18.1.3. Sci-Bono has the right to eliminate bids throughout the evaluation process. However, Sci-Bono is under no obligation to state the reasons for elimination to the bidder.

## **19. RESPONSIBILITY**

- ✚ The Contractor will be responsible to ensure that the services rendered under the Contract are in accordance with the specifications and within the time prescribed.

## **20. SOURCE OF INSTRUCTIONS**

- ✚ The Contractor shall neither seek nor accept instructions from any authority external to Sci-Bono in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect Sci-Bono and shall fulfil its commitments with the fullest regard to the interests of Sci-Bono.

## **21. DISCLAIMER**

- 12.1 Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 12.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 12.3 Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender, and is also not obliged to provide reasons for the rejection of any tender.
- 12.4 Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon request to do so.