



Request for Quotation (RFQ) for the provision of auditing services to the CSIR

RFQ No. 9125/01/02/2019

Date of issue	Friday, 18 January 2019
Non-compulsory Briefing session	Wednesday, 23 January 2019 Time: 11h00 Venue: CSIR Pretoria Campus, Building 20, Baobab room
Closing Date and Time	Friday, 01 February 2019 at 16h30
Contact details and Submissions	For submission of quotations or any other enquiries: Email: tender@csir.co.za (<i>Please use RFQ No as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of auditing services to the CSIR.

2 QUOTATION REQUIREMENTS

The SANBio/BioFISA II programme administered and managed by the CSIR requires the services of a qualified accounting or auditing firm to perform agreed upon audit procedures as required by the donor funding agreements for six projects funded by the SANBio/BioFISA II Grant. The SANBio/BioFISA II Programme is co-funded by the Ministry of Foreign Affairs Finland and the Department of Science and Technology of South Africa, and has specific audit requirements for donor funded projects.

A. Requirements from Service Provider:

1. Review the project financial reports for the stipulated audit period up to 31 December 2018 for Grant and cash contributions by the lead partner and project consortium.
2. Conduct a process audit to verify that the recommended project financial monitoring and reporting procedures have been complied with according to the project financial guidelines (Annex 2). Select 15% of project expenditure for expense verification, spread across the different expense categories as per the project financial guidelines as indicated in Annex 2.
3. Verify the location of assets acquired using project funding in the lead partner's institution.
4. Draft separate audit statements and audit reports for each project (six reports in total).

5. Address specific questions as indicated in Annex 3.

B. Additional information:

6. The audit will be conducted between February and March 2019. The final audit reports should be completed by 31 March 2019.
7. The number of projects to be audited: six project consortia in the Southern Africa region. Refer to Annex 1 for the list of projects.
8. The audit will be conducted in the premises of the lead partner (may be located outside South Africa). It is expected that the auditor will be required to travel within the Southern African region. Travel expenses should be included in the quote and comply with travel guidelines in accordance with South African National Treasury.
9. Each project should be viewed in isolation and not clustered or combined with the other projects, in order for the auditor to render an independent opinion of each project.

C. Supporting information/ Annexes:

1. Annex 1: List of projects to be audited.
2. Annex 2: Project financial reporting guidelines.
3. Annex 3: Audit guidelines.

D. Instruction for prospective service providers:

Prospective service providers are kindly requested to provide the CSIR with the pricing for services (VAT exclusive and VAT inclusive amounts) and inclusive of all itemised reimbursable expenses to render the requested auditing services to the CSIR.

The service provider should also provide an estimate of number of days for the audit and pricing for services for each of the six projects separately, and a projected timeline between February and March 2019.

The quotation must be inclusive of all costs associated with delivering the services.

Mandatory Documents to be submitted with quotation:

- The auditing firm or service provider must be registered with the Independent Regulatory Board for Auditors (IRBA)
- The auditing firm or service provider must be registered with the South African Institute of Chartered Accountants (SAICA)
- Provide three written references for similar work done.

Please submit quotes to Tender@csir.co.za

Closing date: 01.02.2019

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points (Please submit copy of BBEE certificate or sworn affidavit).
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.
- 3.5 Elimination criteria:
 - Non-submission of IRBA certification
 - Non-submission of proof of SAICA membership certification
 - Non-submission of three (3) written references for similar work done.

4 PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated. The pricing proposal should be itemised for each project to be audited as indicated in Annex 1.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

7 Note: This is not a Purchase Order.