



The provision of audit services for the Global Monitoring for Environment and Security (GMES) & Africa Marine and Coastal Services for Southern Africa (MarCOSouth) project for the CSIR based in Pretoria

Request for Quotation (RFQ) No: 5807/21/02/2022

Date of Issue	Monday, 07 February 2022	
Closing Date	Monday, 21 February 2022 by 16h30	
Electronic submission	Email: tender@csir.co.za If the size of the documents exceed 25MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing date for queries:	Friday, 11 February 2022 by 16h30	
CSIR business hours	08h00 – 16h30	

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of audit services for the Global Monitoring for Environment and Security (GMES) & Africa Marine and Coastal Services for Southern Africa (MarCOSouth) project for the CSIR based in Pretoria

2 QUOTATION REQUIREMENTS

The respondents are required to perform audit services based on the agreed upon procedures for the project as per list as per **Annexure A**.

The audit is for funds received and costs incurred within the Period to be audited 2021/01/01 – 2021/12/31 financial period. We have provided **Annexure A** for more information to allow service providers to determine the effort required by the firm in order to deliver the project on time.

Anticipated period for performing the audit: 24 February 2022 – 10 March 2022.

Audit Reports submission date: 11 March 2022.

- The quotation MUST indicate the following lead-times:
- Anticipated period for performing the audit.
- Audit Reports submission date.

3 EVALUATION CRITERIA

3.1 Selection of suppliers will be based on the 80/20 preference point system.

3.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

3.3 No order will be issued, or no contract will be signed without a valid CSD number.

- Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
- Valid sworn affidavits made on dtic designed templates; **or**
- dti issued sworn affidavit; **or**
- CIPC issued B-BBEE certificate.

3.4 No order will be issued or no contract will be signed without a valid CSD number.

4 Elimination Criteria

- Late submission of quotes;
- Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)
- Non-submission of quotes on company letterhead.
- Quotes not provided on prescribed format.

5 PRICING QUOTATION

5.1 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.

5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

5.3 Payment will be according to the CSIR Payment Terms and Conditions.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 A validity period of 90 days will apply to all quotations except were indicated differently on the quote.

7 CSIR RESERVES THE RIGHT TO

- 7.1 Appoint one or more service providers, separately or jointly (whether they submitted or not submitted a joint proposal);
- 7.2 Award this RFQ as a whole or in part to a single supplier or multiple suppliers;
- 7.3 Cancel or withdraw this RFQ as a whole or in part.

8 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.

9 ANNEXURE A – SBD 1 (Completed form to be submitted with the quotation)

10 Note: This is not a Purchase Order.

11 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: 5807/21/02/2022.

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No. **5807/21/02/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

12 ANNEXURE “A” AUDIT SERVICES PROCEDURES

Contract name: GMES- Africa and Coastal Service Development for Southern Africa (MarCoSouth)

Contract value: Euro 1,500,000

Contract expired: December 2021

Customer: African Union Commission - GMES

Period to be audited: 01 January 2021 – 31 December 2021

External audit certificate to be issued by. 28 February 2022

Requirements for the RFQ

The Audit firm has to comply to the following:

- The Auditor and/or the firm is a member of a national accounting or auditing body or institution which in turn is member of the International Federation of Accountants (IFAC).
- The Auditor and/or the firm is a member of a national accounting or auditing body or institution. Although this organisation is not member of the IFAC, the Auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these ToR.
- The Auditor and/or the firm is registered as a statutory auditor in the public register of a public oversight body in an AU Member state.
- The Auditor and/or the firm is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).

This expenditure verification is an engagement to perform certain agreed-upon procedures with regard to the Financial Report for the Grant Contract. The objective of this expenditure verification is for the Auditor to carry out the specific procedures and to submit to the Beneficiary a report of factual findings with regard to the specific verification procedures performed. Verification means that the Auditor examines the factual information in the Financial Report of the Beneficiary and compares it with the terms and conditions of the Grant Contract. As this engagement is not an assurance engagement the Auditor does not provide an audit opinion and expresses no assurance. The Contracting Authority assesses for itself the factual findings reported by the Auditor and draws its own conclusions from these factual findings.

The Auditor shall undertake this engagement in accordance with:

- the International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by the IFAC;
- the Code of Ethics for Professional Accountants issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures

engagements, the Contracting Authority requires that the Auditor is independent from the Beneficiary and complies with the independence requirements of the Code of Ethics for Professional Accountants.

The Auditor ensures that the overall expenditure coverage rate is at least **65%**. If he finds an exception rate of less than 10% of the total amount of expenditure verified (i.e. 6,5 %) the Auditor finalises the verification procedures and continues with reporting.

If the exception rate found is higher than 10% the Auditor extends verification procedures until the expenditure coverage rate is at least **85%**. The Auditor then finalises verification procedures and continues with reporting regardless of the total exception rate found. The Auditor ensures that the **expenditure coverage rate for each expenditure heading and subheading** in the Financial Report is at least **10%**.