

CONTRACT JWIAD03/22
**PROVISION OF PANEL OF INTERNAL AUDIT SERVICES FOR JW INTERNAL AUDIT
SERVICES FOR JW INTERNAL AUDIT DEPARTMENT ON AS AND WHEN REQUIRED
BASIS FOR THIRTY SIX (36) MONTHS**
TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES

<u>CONTRACT NUMBER:</u>	JWIAD03/22
<u>CONTRACT TITLE:</u>	PROVISION OF PANEL OF INTERNAL AUDIT SERVICES FOR JW INTERNAL AUDIT SERVICES FOR JW INTERNAL AUDIT DEPARTMENT ON AS AND WHEN REQUIRED BASIS FOR THIRTY <u>SIX</u> (36) MONTHS
<u>DATE OF MEETING:</u>	26 October 2022
<u>TIME OF MEETING:</u>	10:30
<u>VENUE FOR MEETING:</u>	Microsoft teams virtual meeting

1. WELCOME

Ms. **Nthabiseng More** welcomed everyone who attended the meeting and introduced JW personnel.

Ms. **Nthabiseng More** indicated that this is an open tender, and the meeting is none compulsory, all service providers are allowed to tender.

2. PRESENT

None Compulsory Briefing Meeting

Various Bidders (-Teams)

Nthabiseng More (-Supply Chain Management)

Gcina Ndela (-Supply Chain Management)

Matabogela Monyepao (Internal Audit)

Niklaas Geduld (Internal Audit)

3. CONTACT PERSONS

Contact Persons for this project are:

~~Alfred Mochoke~~ Matabogela Monyepao
matabogela.monyepao@jwater.co.za

Nthabiseng More
nthabiseng.more@jwater.co.za

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4. SUPPLY CHAIN MANAGEMENT PRESENTATION

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Tender Document is available on website for download at No-Cost

Bidders can make use of the check list on page 5, as a guidance in completing all forms required. All the forms must be fully completed and signed

The 80/20-point scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for B-BBEE and Preferential Procurement

The tender document must be filled in using non-erasable black ink and submitted on the official forms provided.

Tender Documents may also be completed electronically without altering or tampering with any of the terms, conditions, specifications in the tender document.

The use of correction fluid to correct mistakes is not allowed. Any mistakes must be struck-off and corrected with black ink and signed / authenticate by tenderer on your alterations, especially when completing pricing schedule.

B-BBEE POINTS- points will only be allocated upon submission of a certified valid B-BBEE certificate. Failure to submit a certified valid B-BBEE certificate will result in no points being allocated for Preferential Procurement.

Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders, mandatory requirement.

Tenderers therefore need to ensure that the tender document is submitted in its entirety and should also be bound and submit the document same sequence and no pages or parts missing.

Tenderers are required to submit one original hard copy plus a soft copy in USB, NOT CDs.

Individual tender documents should be sealed, marked with the correct tender number and closing date, must be deposited in the tender box situated at entrance to No 65 Ntemi Piliso Street, Newtown at Turbine Hall for attention of Supply Chain

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Management Unit, on or before the closing time and date as indicated in the advertisement.

Tenderers should not give tender documents or submission to Johannesburg Water Officials or Security Personnel as Johannesburg Water will not take any responsibility for a late or missing tender document. All tender documents should be deposited in the tender box.

Bid documents submitted via courier will be acceptable provided the bidder instructs such courier company to deposit the document in the tender box.

It is the responsibility of the bidder to ensure that the bid document is submitted, sealed, and placed in the bid box in time not to miss the deadline of closing time 10:30.

Constantly check and familiarise yourself with our website for any information might be provided in regard to this tender from now until closing date.

Tenderers are requested to submit supporting documentation in a separate file as opposed to attaching them in the tender document. Supporting documents attached to the tender document makes the document very untidy and difficult to evaluate as some pages with required information are stapled together. In most cases this also contributes to some pages of the tender document being loose.

Supporting documents

- Valid Tax Compliance Status Pin for Tender
- Copy of B-BBEE certificate or Affidavit (Commissioner of Oath Stamp on the certificate or Sworn affidavit must be original).
- Latest / current municipal statement of account for both Director and Company, not older than 3 months or a Valid lease Agreement.
- Tenderers who wish to tender as a Joint Venture (JV) need to include the JV agreement in their tender submissions and a consolidated B-BBEE certificate for the JV

Tender will be valid for 90 days after closing date.

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MBD forms are very important, to read, complete and sign

Bidders will be allowed to email through clarity seeking questions, but must give us time to respond, no questions will be attended to a week before the closing date.

All returnable documents should be bound in a separate folder and enclosed with the completed tender document in a sealed envelope.

5. TECHNICAL SPECIFICATION PRESENTED BY– Mr Matabogela Monyepa (PLEASE ADD YOUR PRESENTATION ON THE SPACE BELOW)

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The Service Providers will provide Internal Audit services for the following:

- Internal Audit Services (review adequacy and effectiveness of internal controls).
- Audit of Pre-determined Objectives
- Performance Management Services.
- Compliance and Advisory Services.
- Combined Assurance;
- ICT Governance; and
- Ad-Hoc and Special Request Investigations

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Functionality:

The following aspects will be considered during the Technical evaluation:

- All members to be assign to the project must be affiliated to the IIASA (Institute of Internal Auditors of South Africa) or ACFE (Association of Certified Fraud Examiners) or ISACA (Information System Audit and Control Association) or SA Institute of Chartered Accountants (SAICA), depending on services tendered for.
- Tenderer required to have successfully completed a minimum of three projects on similar projects. A tenderer must have key staff to be employed on the project who should have the following requisite qualifications and experience, depending on services tendered for.

Team Leader:

- Team Leader: Certified copy of a NQF 7 (Internal Auditing/Auditing/Accounting/ Financial Information Systems/Forensic) and Certified Internal Auditor (CIA) / Certified Fraud Examiner (CFE) / Certified Information Systems Auditor (CISA), and
- Team Leader: minimum of 5 years supervisory experience on Internal Audit/ICT Audit/ Investigation.

Team Member

- Team Members: Certified copy of a NQF 7 (Internal Auditing/Auditing/Accounting/Financial Information Systems/Forensic), and
- Team Members: minimum of 3 years Internal Audit/ICT Audit/Investigation's experience.

5.

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6. TENDER DATES

Tender Closing: **10:30 on 26 October 2022.** No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWIAD03/22** ~~and must~~ and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

7. QUESTIONS AND ANSWERS:

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QUESTION1: Do you require confirmation letter from the mentioned institute?

ANSWER1 Yes, we need the letter from the institute ~~so as to~~ confirm that you still a member in good standing.

QUESTION 2 Do we bind document with supporting documents?

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ANSWER 2 Tender document bind separately and supporting documents separate, but upon submission you seal all of them together

QUESTION 3. Why the tender has no pricing schedule?

ANSWER 3. Please note that a pricing is not required at this stage as it is a panel. The information will be provided post award after the work package has been identified.

QUESTION4. Specification under the Scope in the tender document, under performance management system, are we responding to all bullet points, or we select what we respond to?

ANSWER 4. Select what you responding to, you only provide information related to what you are responding to. You are allowed to be selective.

QUESTION 5. How many copies require to submit as a hard copy?

ANSWER 5. Submit only 1 hard copy and 1 soft copy in form of a USB

CLOSURE

Ms Nthabiseng More thanked all who attended the briefing, and the meeting was closed

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