

TENDER DATA

Project title:	Appointment of a Firm of Auditors to provide External Audit and Assurance Services for a Period of Three (03) Years (renewable annually).
Bid no:	SENT/010/2023-24

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

SENTECH requires the services of a licenced external auditors to provide audit and assurance services for a period of 3 years commencing with the 2023//2024 year (renewable annually). The audit services scope will cover all the SENTECH operations.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/010/2023-24**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**

- **BIDDER'S NAME AND ADDRESS**

Bidders MUST separate their Technical Proposal and the Financial Proposal (or any financial information).

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of **N/A** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the company concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

9. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

10. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

11. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

12. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

13. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p>A Two Envelope system will be followed for Technical and Price offer</p>	<p>1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents.</p> <p>2. Stage 2 –Technical Evaluation Proposals that comply with all the Administrative responsiveness requirements will be evaluated against the Technical Evaluation Criteria as set out in 17.2. Bidders must score 65 points (or more) out of a total 100 points available in the Technical Evaluation Criteria to qualify for further evaluation. Bidders who fail to obtain the minimum points score of 65 points will not be evaluated further.</p> <p>3. Stage 3 – Price and Preference Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</p>
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14. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.

- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6, 1, 6.2 and 8, depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

15. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

16. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

17. TECHNICAL EVALUATION CRITERIA

17.1 Mandatory Eligibility Criteria

The following criteria is mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide reference page number in your proposal
<p>A valid registration of the firm as registered auditors in terms of the Auditing Profession Act, 2005 Independent Regulatory Board for Auditors – (IRBA)</p> <p>Sentech reserves the right to verify the firm's registration with IRBA</p>	<p>Registration certificate with IRBA</p>	<p>Insert page number of evidence required</p>

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

17.2 Functional Criteria

No	Functionality Criteria	Proof Required	Points
AUDIT FIRM EXPERIENCE			
1	Number of years' experience of the firm of auditors performing external audit <ul style="list-style-type: none"> Less than 5 years' experience – 0 points 5 to 8 years' experience – 5 Points More than 8 years' experience – 10 points 	Company profile showing: * Years of experience of company	10
2	Number of clients serviced by the firm for external audit purposes. <ul style="list-style-type: none"> Less than 2 external audit assignments – 0 points 2 external audit assignments – 5 points 3 to 5 external audit assignments - 10 points 6 to 10 external audit assignments – 15 points More than 25 external audit assignments – 20 points 	Company profile showing: * Client list with years of service of clients * 5 x reference letters	20
3	Number of clients serviced by the firm in the public sector for external audit purposes. <ul style="list-style-type: none"> Less than 5 Public Sector audit assignments – 0 points 5 -9 Public Sector audit assignments - 5 points More than 10 Public Sector audit assignments – 10 points 	Company profile showing: * Public sector client list with years of service of clients * 5x reference letters	10
AUDIT MANAGEMENT TEAM EXPERIENCE			
4	Experience of lead partner for the audit: <ul style="list-style-type: none"> 2 years' experience – 0 points 3 to 5 years' experience – 5 points 6 to 8 years' experience – 7 points Above 8 years' experience – 10 points 	Detailed CV showing years' experience as lead partner on audits	10
5	Experience in auditing Public Sector Institutions for partner in charge of the audit: <ul style="list-style-type: none"> Less than 3 Public Sector audit assignments – 0 points 3 Public Sector audit assignments – 5 points 4 to 5 Public Sector audit assignments – 8 points 6 to 8 Public Sector audit assignments - 10 points More than 8 Public Sector audit assignments - 15 points 	Detailed CV showing number of audits executed for public sector clients	15
6	Experience of partner in charge of the audit: <ul style="list-style-type: none"> 2 years' experience – 0 points 5 to 8 years' experience – 5 points 8 to 10 years' experience – 7 points More than 10 years' experience – 10 points 	Detailed CV showing years' experience as a partner in charge of audits	10
7	Manager for the audit: with at least 2 year's manager experience show proof of having been a manager in the Public Sector. <ul style="list-style-type: none"> Less than 2 years' manager experience – 0 points 2 to 4 years' manager experience – 5 points 5 to 6 years' manager experience – 8 points 7 to 8 years' manager experience - 10 points More than 8 years' experience - 15 points 	Detailed CV showing number of audits executed for public sector clients	15
8	Experience of manager in charge of an audit: <ul style="list-style-type: none"> Less than 5 years experience – 0 points 5 to 8 years' experience – 5 points 8 to 10 years' experience – 7 points More than 10 years' experience – 10 points 	Detailed CV showing years' experience as a manager in charge of audits	10
Total			100 Points

Table 1: Functional Criteria

Total minimum qualifying functional score is **65 points**. A Bidder must score more than 0 points in each criterion to be evaluated further.

18. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

19. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	20	

20. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer	Service Provided	Contact Person	Contact tel. no.	Contractual commencement date	Contractual completion date
1					
2					
3					
4					
5					

Name of Tenderer	Signature	Date