



sanedi

South African National Energy
Development Institute.

**Request for quotations:
External Audit Services**

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder **Date**

RFQ Number	455
Date of RFQ	20 th February 2018
Sanedi Contact	All enquiries and RFQ submissions must be directed to : Name: Ms Fikile Manganyi Tel: 011 038 4300 e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Closing date	7 th March 2018 at 11:00
Submission method	455.procurement@sanedi.org.za NB: Only electronic submissions submitted in this e-mail will be accepted. No manual submissions will be accepted.
Work specification (and Technical specifications)	<p>PROJECT BACKGROUND</p> <p>SANEDI is a State Owned Company, having been established in terms of the National Energy Act (Act 34 of 2008), and operates from its offices situated at Linden Street Strathavon Sandton. The Government of South Africa and Government of the Kingdom of Denmark signed an agreement on 13 March 2013 concerning The Financial and Technical Support for the Development of the Renewable Energy Sector (Danish RE EE Program) with total grant DKK40 million.</p> <p>The Danish RE EE Program comprises of 3 components:</p> <p>Component 1: Technical Assistance to the Department of Energy (DoE)</p> <p>The objective was to strengthen the energy planning capabilities of Department of Energy in the areas of Climate Change Mitigation, Energy Efficiency and Renewable Energy. The expected outcome was that DoE would have improved its capacity to address critical issues related to Climate Change Mitigation, Energy Efficiency and Renewable Energy.</p> <p>Component 2: Further development of the Wind Atlas for South Africa (WASA 2)</p> <p>The objective was to further develop the Wind Atlas for South Africa (WASA) significantly beyond what was achieved in the first phase of WASA 1. The expected outcome was that South Africa's capacity for wind energy assessment would be enhanced.</p>

Component 3: Technical assistance to Eskom for RE Integration of renewable energy in electricity supply (Eskom)

The expected outcome was that ESKOM would have improved its capacity, systems and processes to integrate renewable energy into the electricity grid

The Agreement between Dept. of Energy, SANEDI and Eskom (2013 to 2017) governs the implementation of the Danish RE EE Program. According to this agreement SANEDI's responsibilities are the procurement, tendering, contracting, payments of goods and services and reporting for components 1 Dept. of Energy and 3 Eskom. SANEDI is also responsible for the implementation of component 2 WASA 2. Components 1 Dept. of Energy and 3 Eskom ended 31 December 2017 with component 2 WASA 2 that was extended to 30 September 2018. Total grant received and transferred to SANEDI up to December 2017 was for component 1 Dept. of Energy R18 949 695, component 3 WASA 3 R23 022 978 and component 3 Eskom R4 568 499.

5. PROJECT BRIEF

According to Guidelines for Programmes & Projects, Ministry of Foreign Affairs of Denmark, January 2017, version 1.0 :

"The final external financial audit report, including a memorandum of examination (management letter), must be submitted no later than six months following the end of the accounting period."

Ministry of Foreign Affairs, Danida, General Guidelines for Accounting and Auditing of Grants channelled through Governmental, Parastatal and International Organisations (<http://amg.um.dk/en/Technical-guidelines/financial-management/accounting-and-auditing>) :

The audit must be carried out by the competent central authority of the recipient country or by an international recognized chartered accountant using international standards of accounting (i.e. INTOSAI or ISA).

The auditor's endorsement shall appear on the accounts, accompanied by the comments in the auditor's records, if any.

The authority of the recipient shall assist the auditors as required during the period covered by the agreement. As will be agreed with the authority of the recipient, the auditors shall be allowed access to all relevant accounting material, incl. reports, accounts, inventory lists, and other pertinent material in keeping with the agreement and these General Guidelines.

6. AUDIT SCOPE AND PERFORMANCE

The external audit of the Danish RE EE Program Account at SANEDI to cover the period of receipt of the 1st transfer of funds (2014) at SANEDI until completion of components 1 Dept. of Energy and 3 Eskom by December 2017, including the WASA 2 account at SANEDI up to Des 2017.

The auditor shall prepare and carry out the audit with a view to ascertaining whether:

- The accounts contain essential misrepresentations or shortcomings
- Is in conformity with sound auditing principles, comprising whatever initiatives the auditor may deem necessary
- The recipient's procedures, registration routines, and internal control procedures governing Danish grants comply with these guidelines, including sound bookkeeping practices and accounting principles, and shall constitute a reliable basis for the preparation of accounts
- The accounts prepared meet the accounting guidelines.

Where part of or the entire project activity is being implemented by other organisations, the auditor shall ensure that all implementing organisations have submitted their accounts, audited by a chartered accountant.

While carrying out the audit, the auditor of the direct grant recipient shall make sure that the auditors of other implementing entities:

- Are competent, not under any disability, and independent
- Have performed the audit work deemed necessary by the Danish Authorities.

The Danish Authorities may prepare audit and report instructions for the auditors of the recipient.

The Audit report

The report shall comprise:

- Identification of the recipient, project/appropriation and accounting period
- Confirmation that the accounts have been audited
- Statement of the nature and scope of the audit
- Assessment of and information about any misrepresentations in the recipient's internal control procedures, bookkeeping and accounting practice
- Conclusion and statement concerning the audit.
- Balance sheet (current assets, amounts recoverable, current liabilities, amounts repayable;
- Income statement and amount spent per component;
- Analysis of expenditure (expenditure per approved budget line).
- In the event that the external audit of the project account at SANEDI provides a qualified report, the Danish Authorities may request a more detailed and specific audit of the project

Where the auditor has been unable to audit part of or all the accounts, a statement to this effect must be issued, indicating the reason.

Conclusion and statement

The conclusion concerning the accounts is the result of the independent auditor's audit of the accounts of the recipient organisation.

The auditor's statement shall comprise information to the effect that:

- The auditor is not under any disability
- During the audit, the auditor has been provided with all requested information
- In the auditor's opinion the bookkeeping is in conformity with sound accounting principles, including a statement to this effect
- The accounts match the recipient's bookkeeping

- The grant has been used in accordance with the objectives of the authorized grant
- All expenditure has been paid.

The formulation of the auditor's conclusion and statement shall be unambiguous, clear, and comprehensible.

Where the auditor makes a qualification, it shall be done so clearly. When preparing the conclusion and statement, the auditor shall be conversant with and appropriately take into consideration the comments and statements made in the accounts of the implementing organisations, as well as the information provided in the recipient's accounting report.

7. CONTRACT PERIOD

The final audit report, including a memorandum of examination (management letter), must be submitted no later than six months following the end of the accounting period Des 2017. The audit to start no later than February 2018 and to be completed no later than 30 June 2018.

8. DELIVERABLES

- Audit report with conclusion and statement
- Management letter which the audit findings that are summarized and prioritized.
- The Audit report and Management letter will be issued to the Danish RE EE Program Advisory Board upon completion of the audit.

Required qualifications and experience (Technical Evaluation Criteria)	Technical Information	Scoring Allocation (Scale 1-10)	Weighting Percentage
	Partner's experience in financial auditing of projects and programmes, who will sign-off the audit report <i>(CV's must be attached or points will be forfeited)</i>	>5 years' experience =10 >3 but <5 years' experience =6 Up to 3 years' experience=2	25%
	Combined experience of audit team (Exclusive of the partner) in financial auditing of projects and programmes <i>(CV's of the audit team must be attached or points will be forfeited)</i>	>5 year combined experience =10 >3 but <5 year combined experience=6 Up to 3 years' experience=2	25%
	Experience of company in financial auditing of projects and programmes <i>(reference letters must be provided)</i>	5 and more reference letters=10 4 reference letters=8	25%

		3 reference letters=6 2 reference letters=4 1 reference letter=2	
	Qualification of team Chartered Accountants (CA) and or equivalent Audit Manager per project (CA) No CA (Certificates must be attached)	CA certificate = 10 No CA certificate = 0	25%
	Total		100%
	Technical Threshold		70%
Total points available 100 = Minimum threshold 70 points			
Terms and Conditions	The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za . New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers firstly being registered on the supplier database.		
Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ) R		
Discounted amounts Disbursements VAT inclusive	R		
Total Amount VAT inclusive	R		
Other Requirements	The supplier must submit the following returnable schedules: 1. Pricing schedule 2. Attach SBD9, SBD 4 and BBBEE Bid Declaration 3. Attach valid tax clearance 4. Certified BBBEE certificate Forms are available on www.sanedi.org.za		

SBD 4: Bidder’s Declaration of Interest

	<p>Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where</p> <ul style="list-style-type: none"> - the bidder is employed by the state; and/or - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	

	Tax Reference Number	
	VAT Registration Number	

	DECLARATIONS	YES	NO
	Are you or any person connected with the bidder presently employed by the state?		
	If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member		
	Name of state institution at which you or the person connected to the bidder is employed :		
	Position occupied in the state institution		
	Any other particulars:		
	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		

	If so, furnish particulars:		
	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		
	If so, furnish particulars:		
	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies Wither or not they are bidding for this contract?		
	If so, furnish particulars:		

Full details of directors / trustees / members / shareholders.			
The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the table below.			
Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

DECLARATION OF INTEREST

I, the undersigned (name).....

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

SBD 9: Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
4. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

B-BBEE Bid Declaration

	Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:	
	B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED (Points claimed for BBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).	Points Claimed

	
	SUB-CONTRACTING	YES NO
	Will any portion of the contract be sub-contracted?	
	If yes, indicate: what percentage of the contract will be subcontracted?	%
	the name of the sub-contractor?	
	the B-BBEE status level of the sub-contractor?	
	is the sub-contractor an EME?	

I, the undersigned (full name).....

Certify that the B-BBEE information furnished on this declaration form is true and correct and attach a current broad-based black economic empowerment certificate as verified by an accredited agency.

i accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date