



# University of Fort Hare

*Together in Excellence*

## REQUEST FOR PROPOSAL

### **BID REF: UFH-SCM05/2016 – REQUEST FOR PROPOSAL FROM INTERESTED AND SUITABLY QUALIFYING SERVICE PROVIDERS FOR THE PROVISION OF EXTERNAL AUDIT SERVICES TO THE UNIVERSITY OF FORT HARE OVER A PERIOD OF THREE YEARS, RENEWABLE ANNUALLY.**

Formal Bid documents that contain detailed Terms of Reference of the required services as above can be obtained from the office of the Supply Chain Management, through payment of a non-refundable amount of R500.00 only for each tender/bid.

**The account details are:**

- Bank Name: Standard Bank**
- Account Name: University of Fort Hare**
- Account Number: 082746524**
- Branch Name: Alice**
- Branch Code: 050119**
- Reference: UFH-SCM05/2016 (Bidder's company name)**

(Proof of payment must be shown upon collection of the formal tender document from the University of Fort Hare, East London Campus, Room 426, 4th Floor, Gasson Centre Building, Church Street, East London. Documents can be collected during office hours between **08:00 to 16:30** as from the **13th June 2016**)

#### **Evaluation Criteria**

Bids shall be evaluated based on the following;

#### **Phase One**

Full Compliance to the mandatory conditions as outlined in the formal terms of reference (Bidders that meet the all conditions above proceed to phase two of the evaluation criteria)

#### **Phase Two**

Prequalification functionality evaluation criteria. In this phase, bidders are expected to obtain a minimum of 80 out of 100 points available to proceed to the next phase of the evaluation. Failure to obtain prescribed 80 out of 100 points available to proceed to the next phase of the evaluation. Failure to obtain prescribed 80 points will automatically disqualify the bid offer from proceeding to the next phase.

<b>Criteria</b>	<b>Obtainable maximum points</b>
<b>Relevant Industry Experience of the company and that of personnel</b>	<b>40</b>
<b>Proposed audit plan (The proposal)</b>	<b>40</b>
<b>Value add and corporate social investment</b>	<b>20</b>

#### **Phase Three**

The 90:10 Preference points system shall apply to all those bidders that have progressed to this phase. 90 points shall represent points allocated for price wherein the cheapest price obtains maximum 90 points, while 10 points shall represent BBBEE points wherein level one BBBEE contributor shall get maximum points. (To claim BBBEE points, a valid BBBEE certificate issued by SANAS approved verification agency must be attached and relevant form contained in the tender document must be completed).

**BID CONDITIONS: Bidders shall take note of the bid conditions as stipulated in the terms of reference of this bid.**

#### **Submissions**

Valid original offers to the RFP must be submitted on or before **14th July 2016 at 11:00**, in the tender box (Yellow and Blue Box) situated on the foyer, at 50 Church Street, Administration Building or by post to address: 50 Church Street, Gasson Building, Room 426, 4th Floor, Quigney, East London, 5200

#### **Enquiries**

For further enquiries, please don't hesitate to call the Supply Chain Management office on 043 704 7251. The University of Fort Hare reserves its rights not to make any award and or amend its evaluation criteria in the interest of achieving the purpose of this RFP.