



**South African
NATIONAL PARKS**

REQUEST FOR QUOTATION

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN AUDIT ON DONOR FUNDING AGREEMENT

RFQ NO: TMNP027/2025-26R

REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN AUDIT ON DONOR FUNDING AGREEMENT

RFQ NUMBER:	TMNP027/2025-26R
ADVERTISEMENT DATE:	12 June 2025
CLOSING DATE:	19 June 2025
CLOSING TIME:	11:00am
BID DOCUMENT DELIVERY ADDRESS:	tablemountain.scm@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Phillip Vass
SCM RELATED QUERIES	Bilqees Rodriques

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	TMNP027/2025-26R	CLOSING DATE:	19 June 2025	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN AUDIT ON DONOR FUNDING AGREEMENT				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bilqees Rodriques		CONTACT PERSON	Phillip Vass	
TELEPHONE NUMBER	021 741 2322		TELEPHONE NUMBER	012 426 5167	
E-MAIL ADDRESS	Bilqees.Rodriques@sanparks.org		E-MAIL ADDRESS	Phillip.vass@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

AUDIT PLANNING (AFD Format adoption)

The specific project for this audit is **CZA 1171 01 V FEXTE AFD-SANParks Financing Agreement**

1. Audit Context, Objectives and Scope

1.1. Context

South African National Parks (SANParks) is a public entity functioning under *National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003)*; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the *Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999)*, and it is listed as *Schedule 3 Part A: 25 public entities*.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

SANParks derives its mandate mainly from the legislation and frameworks applicable to the public sector. These are as follow:

- The Constitution of the Republic of South Africa (1996),
- The Public Finance Management Act (PFMA) (1999),
- The National Treasury Regulations (2005),
- The National Environmental Management Protected Areas Act (NEMPAA),
- SANParks Policies and Frameworks; and
- The Standards set by the Institute of Internal Auditors.

1.1.1. Description of SANPARKS and AFD Partnership

In 2019, SANParks entered into a tripartite agreement with the Agence Française de Développement (AFD) and Parc national de La Réunion, and a financing agreement with AFD (CZA 1171 01 V FEXTE Bipartite Financing Agreement) in May 2021, concerning the exchange of information and expertise relevant to the conservation and sustainable management of National Parks to the value of 1 212 730 euro. In 2023, the agreement was amended due to delays on the SANParks side. The amended dates of the financing agreement:

- Deadline for Drawdowns means 31 December 2025
- Deadline for Use of Funds means 30 June 2026
- Technical Completion Date means 30 June 2026

The audit required is specified in section 5.2. (h) of the Bipartite Financing Agreement CZA 1171 01 V FEXTE. The audit shall be carried out, on a “Dedicated Account”, by an independent and reputable auditing firm, appointed by SANParks subject to the AFD’s no-objection on the terms of reference of the audit mission and the appointed audit firm. The audit is to be conducted annually between April – June where the final report must reach AFD before the end of June.

1.1.2. Current Status of the Project

The agreement is currently nearing its second of three, anniversary in June 2025.

1.2. Audit Objectives

It is SANParks' intention to appoint a consultant to verify that all Drawdowns/ Advances paid into the Project Account have been used in accordance with the terms of the Financing Agreement initiated 29 May 2021 and amended 17 May 2023 signed between AFD (The Agency) and SANParks (The Beneficiary).

Thus far, there has been one drawdown from AFD for the three workstreams:

- Programme Costs
- Workshops and Visits
- Projects

The disbursements from the one (1) drawdown are spread from 2021 to 2025. Detail of the fund allocation amounts, and utilization is provided in Annexure A. The audit to be conducted will be for the May 2023 drawdown reconciliation. Therefore, the final audit report should be provided at the end of the audit, 30 July 2025.

The audit required is specified in section 5.2. (h) of the Bipartite Financing Agreement CZA 1171 01 V FEXTE. The audit shall be carried out, on a "Dedicated Account", by an independent and reputable auditing firm, appointed by SANParks subject to the AFD's no-objection on the terms of reference of the audit mission and the appointed audit firm.

The audit will be conducted annually between April – June where the final report must reach AFD before the end of June each year.

For audits, SANParks has a panel of internal auditors (external service providers) to whom RFQ's are submitted.

The objectives of this audit are to enable the auditor to express a professional opinion on whether:

- **the financial reports (this refers to the creation of a "Dedicated Account Report", not a bank account statement)** of the Programme present fairly, in all material aspects, the expenditure actually incurred, and revenue actually received for the Programme for the period covered by the audit (including verification of SANParks Project Account, Financial Report, use of funds, use of funds prior to the renewal of advances and analytical and budgetary procedures);
- **the funds allocated to the Programme** have, in all material aspects, been used in conformity with the applicable contractual conditions; the expenditure is compliant with the rules of sound financial management, assessed notably in the light of eligibility criteria;
- **the internal control system** set up and operated by the SANPARKS for the purpose of managing risks to the achievement of the objectives of the Project, was suitably designed and operated effectively in the period covered by the audit;

- **contracts** have been awarded in accordance with applicable rules and in accordance with the principles of economy, efficiency, transparency and fairness, **and in compliance with due diligence requirements**;
- **contracts** have been performed in accordance with **technical requirements** and specified standards.

The auditor should also provide recommendations on the various aspects of the audit.

1.3. Scope (or Extent) of the Audit

1.3.1. Contractual Conditions

The list of key Programme documents is the following:

- **CZA 1171 01 V FEXTE** grant facility agreement (29 May 2021) and subsequent amendment (17 May 2023)
- **Any** document; related to the Programme
-

1.3.2. Period(s) Covered

The period covered starts from 1 April 2024 (1st date after the previous audit period) to 31 March 2025.

1.3.3. Financial and Volume Data

Financial and volume data for the period covered by the financial component of the audit is provided below:

- **Budget** for the period is **EUR 366,055** grant;
- **Expenditure** amount implemented over the period is **EUR 178,357.50**;
- One bank account (Dedicated Project Account Report SPD1446) opened for the Project/Programme and one entity authorised to operate it.
- **AFD** Procurement Plan

Data for the audit of the internal control system include is provided below:

- **Five** (5) Resources: two (2) project managers and three (3) Financial Managers (Accounts)

Data for the period covered by the audit, as well as on the number and scope of contracts is provided below:

Number of Transactions for the year: 135

Contracts: 17

2. Audit Methodology and Reference Framework

2.1. Conduct of the Audit

2.1.1. Audit Stages

a) Engagement preparation

The auditor should contact SANPARKS as soon as possible (and no later than 10 days) after the audit has been formally announced, to prepare the engagement and agree on its timetable, notably for field work.

He /she should ensure the availability:

- of the final financial reports and of the original supporting documents or photocopies of the originals certified by SANPARKS and shall address to SANPARKS a first request for documents (elements relating to the financial audit and to the audit of the internal control system).
- Of the contracts documentation (both for procurement and technical aspects) and their location. Based on the list of contracts annexed to the TOR, he / she will address to SANPARKS a first request for documents.

b) Opening meeting with the Programme

An opening meeting with the SANPARKS is organised to address the following topics: planning of the audit fieldwork, logistics and security (premises, vehicles, equipment, etc.), documents availability, key staff availability and initial meetings set up and, if applicable, designation of a focal point at the SANPARKS level.

The auditor should inform AFD of this meeting, in which its representatives may take part.

c) Execution of the audit engagement

The auditor performs the procedures detailed in section 2.3 of these TOR. He uses a working method as participatory as possible, to obtain as much evidence items and supporting documentation as possible during the engagement and prior to the production of the draft report.

d) Aide-mémoire and restitution meeting

At the end of the engagement, the auditor prepares an aide-mémoire and is required to organise a closing meeting with SANPARKS. Representatives of AFD may take part in this meeting, aimed at reviewing the aide-mémoire and obtaining from the SANPARKS its observations on the auditor's findings and recommendations. If necessary, SANPARKS will provide additional documents and/or information to be taken into consideration in the draft report.

e) Draft Report (DR)

- The draft report must be prepared within a period of 10 working days after the closing meeting and include a review of last year's audit recommendations in the analysis.

Submission follows the following stages:

DR sent simultaneously to the SANPARKS and AFD
The DR is sent at the same time to SANPARKS and AFD for their comments
The auditor integrates the comments AFD and SANPARKS and prepares the final report

- f) Comments on the draft report by the SANPARKS and AFD

SANPARKS and AFD have 10 working days to provide their comments and any additional (scanned) supporting documentation to the auditor.

- g) Final report

The final report must be submitted by the auditor within 5 working days following receipt of comments and observations, and of any additional supporting documentation and include a review of last year's audit recommendations in the analysis.

2.1.2. Audit Timetable

- a) Annual Audits

The indicative start date for the mission is 23 June 2025, depending on procurement process. Start-up must occur within 10 working days after official notification.

The maximum duration of the mission is set at 15 working days (from Planning to Reporting).

The final audit report must be submitted before 30th July 2025.

Detailed timetable to be completed by the auditor for a mission:

	June 2025				July 2025			
			W3	W4	W1	W2	W3	W4
Engagement preparation								
Opening meeting with the SANPARKS								
Fieldwork								
Aide-mémoire and restitution meeting								
Draft report submission (5 days after mission)						15 July		

						2025		
SANPARKS and AFD observations on Draft Report (10 days after report is received)							25 July 2025	
Submission of final report to SANPARKS and AFD (5 days after receiving comments and possible additional supporting documentation)								30 July 2025

2.1.3. Engagement Logistics

The following logistical resources will be available to the auditor:

- The opening meeting with SANParks and the Aide-mémoire and restitution meeting (can be done virtually).
- All other communications will be done via Teams or Zoom virtual meetings or emails.
- SANPARKS offices are available and are conducive for work purposes. Air conditioner, security, internet, and office equipment is available for use.
- Travel costs to be incorporated in the overall audit costs.

2.1.4. Volume of Services

The estimated overall volume of services in person-days for the entire audit team is 15 days.

2.1.5. Report Structure and Content

The use of the audit report template, provided to the auditor, is mandatory. It should be presented in English. Findings and misstatements will be presented in the audit report according to the nomenclature provided in Annex 4.2 and financial findings should be summarised based on the following typology: eligible expenditure, eligible with misstatements, ineligible, unaudited.

The auditor sends the draft report electronically, in Word and Excel for the annexes, simultaneously to SANParks and AFD.

He /she then sends to SANParks two original paper versions on the auditor's letterhead and an electronic version (in Word and Excel for the annexes) of the final report along with a cover note. In the cover note, he / she should confirm that two original paper versions of the final audit report have been sent to SANParks. The word "draft" or "final" should appear clearly on each version.

The final report is signed by the partner in charge of the engagement and its execution.

2.2. Audit Methodology

2.2.1. Sample Determination

The auditor may use sampling based on his / her risk assessment.

a) Financial audit relating to the use of allocated funds

To ensure that the tests results are representative, the auditor audits at least **65% (in amount) of the total expenditure stated** in the financial report (Dedicated Account Report). In case of financial findings greater than 10% of the total amount of audited expenditure, the testing rate should be increased to 85%. 50% of each budget line, and 10% of each sub-line, should be audited

b) Audit of the internal control system

The various financial and administrative management processes of the Programme assessed as part of the internal control system audit should be subject to compliance testing.

The auditor defines the extent of compliance testing based on the risks identified during the mission preparation and then, while evaluating the internal control system (see section 2.3.1).

c) Procurement Audit

- 65% of contracts are audited.

2.2.2. Eligibility Conditions

The auditor performs tests and controls of expenditure eligibility by ensuring:

- its compliance:
 - with the financing agreements, and with the procedures manual and contracts,
 - with technical standards and standards of professional practice for the performance of contracts;
- the existence:
 - of supporting documents by type of expenditure, provided for by the procedures manual / in compliance with sound management practices in the absence of requirements in the procedures manual / in compliance with sound management practices in the absence of a procedures manual,

- of the required documentation for procurement procedures and contracts' technical execution;
- the probative value of supporting documentation (original supporting documentation, compliance with the chronology of dates, compliance with mandatory information requirements, affixing of stamps and signatures);^[11]_[SEP]
- the effectiveness and quality of execution in the field;
- that the Programme has ensured to obtain the most satisfactory quality/price ratio;
- that expenditure is adequately recorded in the SANPARKS's accounts;^[11]_[SEP]
- that expenditure does not include any ineligible costs (e.g. certain taxes or VAT).

2.2.3. Determination of the Opinion

The possible audit opinions for financial audits and internal control system audits are an unqualified opinion, a qualified opinion, an adverse opinion, and a disclaimer of opinion. The report template provided to the auditor contains guidance for the formulation of the opinions.

Auditors are now required, when expressing an opinion on the current year's financial reports, to consider the possible effect of a modified opinion (qualified opinion, adverse opinion and disclaimer of opinion) from a previous year that did not result in an appropriate amendment or solution (ISA standard 710). This avoids the accumulation of unresolved findings.

Documentation of Identified Misstatements and Weaknesses

The Excel file attached in Annex 4.3 should be used by the auditor to document procedures performed on audited expenditure and contracts and summarise identified misstatements. Other Excel files may be sent to auditors upon request to facilitate the application of audit procedures. Annex 4.3 should be attached to the auditor's report. Material misstatements detailed in the report must be documented in the auditor's work file electronically or in hard copy and kept for a period of 5 years after approval of the final report.

2.3. Audit Procedures

2.3.1. Audit of the Internal Control System

The auditor adapts the scope of his review of the design and operation of the internal control system based upon his prior knowledge of SANPARKS (for multiannual audits).

d) Documents analysis

The auditor should particularly examine:

- the financing agreements(s), agreements and protocols with partners, contracts, technical and financial implementation reports, activity programs and budget and any other existing document;
- specific to the project only, the organisational set up for administrative, technical, and financial management, and its reliability and adequacy in terms of procedures and available human and material resources.

e) Review of the internal control system

Specific to the project only, the auditor should verify the reliability and adequacy of the internal control system's organisation, its actual design and operating effectiveness, in particular with regard to:

The organisation:

Specific to the project only, and considering the SANParks Delegation Framework:

- definition of tasks and distribution of responsibilities, in particular for commitment and authorisation of expenditure, certification of services rendered and payment;
- separation of incompatible or conflicting tasks;

The procedures in place:

- existence of accurate and documented procedures for expenditure justification;
- opening of separate cash accounts based on the origin of funds, as well as implementation of cash control procedures;
- compliance with applicable procedures for supplier selection, and consultant and service provider recruitment (tender documents, tender or candidate evaluation records and selection minutes);

Archiving, accountability and, as such:

- organisation, filing and securing of financial papers and documents;
- regular and timely production of financial reports and financial and technical implementation reports, etc.

Specific controls, including:

- setup and effective operation of control methods to comply with agreements on anti-money laundering and combatting the financing of terrorism, including completion of due diligence to ensure compliance with economic and financial sanctions regulations;
- detection of double financing of expenditure by multiple donors;
- existence of operational monitoring and control structures.

The auditor may use the *ICS Review Module* file, available on the AFD website, as a framework to perform such work.

f) Risk assessment

The previous stage allows the auditor to assess the risks distinctly for each source of information and based on **7 criteria: completeness, effectiveness, evaluation, allocation, rights, obligations and information.**

The auditor should assess the main risks to the achievement of the objectives of the Programme, including risks financing provided to the Project not being used in conformity with the applicable Contractual Conditions and the risk of error, irregularities and fraud with regard to Programme financing.

The auditor should also assess whether the design of the internal control system sufficiently mitigates those risks and whether it operates effectively.

g) Obtaining evidence and control testing

The auditor uses his understanding of the internal control system and risks to assess the robustness of controls and test their operational effectiveness, depending on the objective of the audit.

Tests of controls should concentrate on internal control areas and key controls that:

- are appropriate within the context of the Programme, ^{[[I]]} and
- prevent and/or allow to detect and correct individual errors or undesired events, such as:
 - the total or partial non-achievement of the Programme objectives,
 - the non-reliability of the Programme financial and technical implementation reports and/or financial reports,

- the fact that funds allocated to the Programme have not been used in accordance with the financing agreement conditions,
- the occurrence of fraud and/or irregularities.

Detailed controls are proposed in the *ICS Review Module* file, available on the AFD website.

2.3.2. Financial Reports Review and Verification of the Use of Allocated Funds

h) Verification of financial reports

The auditor performs the necessary procedures to verify that resources received and used by the Programme are effectively reflected in complete, sincere and correctly drawn up financial reports. As such, he/she:

- ensures that the Programme financial reports have been prepared in accordance with the requirements set out in the financing agreements as well as in the Programme procedures manual (e.g. accrual or cash-based accounting);
- ensures that the financial reports presents fairly, in all material aspects, the actual expenditure incurred and revenue received for the Programme for the period subject to the audit, in conformity with the applicable contractual conditions;
- ensures that the financial reports are consistent with other accounting documents including the trial balance and books of accounts;
- ensures that the financial reports are consistent with the technical and financial implementation reports submitted to AFD and any other financial or statutory reports prepared within the context of the Programme;
- reviews adjusting entries made during the financial reports closing process;
- reconciles the financial reports with the cash situation and/or bank accounts, including by obtaining direct confirmation from the banks managing the accounts;
- verifies, if applicable, the accuracy of exchange rates used for monetary conversions, as well as their compliance with the financing agreement conditions;
- verifies, if applicable, the procedures used to control funds sent to other entities involved in activities implementation.

The auditor may elect to request written statements in a letter of representation (A template, from ISA 580, is provided in Annex 4.4; the auditor will verify that ISA 580 has not altered this template) signed by member(s) of the Management who are primarily responsible for SANPARKS's management (ISA 580). The purpose of this approach is to obtain evidence that the Management acknowledges its responsibility for: the financial report's reliability, adherence to the financing agreement conditions, compliance with regulations and best practices for

procurement and execution of contracts, and the organisation of an appropriate internal control system.

i) Verification of the use of funds

The objective of these procedures is to ensure that:

- the funds allocated to the Programme by AFD for the period subject to the audit have, in all material aspects, been used in conformity with the applicable contractual conditions;
- the statement of assets presents adequately (number, description and value of assets) and exhaustively the assets acquired for the Programme for the period subject to the audit, in conformity with the contractual conditions and information contained in the financial report.

The auditor's work covers in particular:

- the compliance verification with accounting principles and specific rules;
- the verification of expenditure's compliance with activities agreed upon in the financing agreements, activity programme and procedures manual, as well as their consistency with technical and financial performance reports;
- the verification that expenditure has been implemented during the implementation period of the audited Programme and is supported by accurate, regular and sincere supporting documentation;
- the verification of reports of expenditure: expenditure authorisations, documentation of expenditure reports, compliance and validity of such reports.

Detailed controls are proposed in the *Financial Module* file, available on the AFD website.

j) Verification of the use of funds prior to renewal of advances

In the case of renewal of advances, the auditor performs the procedures required for an annual audit (see previous paragraph) with regard to: expenditure compliance with agreed upon activities, expenditure implementation during the Programme implementation period and its regular and sincere justification, as well as compliance of the period's reports of expenditure.

The auditor should in addition examine the following key points:

- attainment of the advance absorption rate defined in the financing agreement to enable full or partial renewal;
- correction by the Project / Programme, over the audited period, of expenditure previously invalidated for a prior period.

k) Analytical and budgetary procedures

The auditor performs an analytical review of expenditure to verify whether:

- the budget presented in the technical and financial performance reports corresponds to the budget in the financing agreements ;
- the expenditure reported in the technical and financial performance reports were foreseen in the budget lines and sub-lines;
- budgetary amendments have received a non-objection notification from AFD and/or have been formalised in an addendum to the financing agreement;
- the Programme absorption rate is consistent with the activities implementation schedule. The auditor examines discrepancies and obtains explanations about over- or under-execution in the budget.

2.3.3. Procurement Audit

The auditor examines and assesses the following aspects:

l) Review of the procurement system (actors, regulation and procedures)

- the functioning of procurement bodies and actors;
- the mechanisms for preventing and detecting irregularities and fraud (collusion, cover bidding and agreements between undertakings);
- deadlines compliance with applicable rules and the Project's / Programme's specific provisions;
- the compliance and reliability of the documentation filing and archiving system.

m) Requirement definition

- contracts compliance with the procurement plan and budgets (implementation calendar and budget envelopes);
- for mutual agreement contracts or direct agreement contracts, that the grounds invoked are in compliance with the regulations and that there is no abuse of law in such circumstances.

n) Competitive tender process (tender dossier phase, call for tenders)

- the advertising methods, deadlines for presentation of bids and organisation for bids submission;
- the choice of type of consultation/selection procedure;

o) Evaluation and award

- the evaluation methods used, their consistency and compliance with the criteria defined in the tender dossier, as well as their relevance: this assessment will be made on administrative, technical and financial aspects;
- the consistency between tender analysis reports, tender award minutes, award notifications and awarded contracts;
- the cases of leniency towards companies during bid evaluations and respect of the principle of fairness;
- the award of the contract according to the best or lowest bidder rule;
- the obtaining of reasonable economic conditions, by comparing unit prices with those of similar contracts;
- cases of breach of the tender process, characterised by agreements between undertakings;
- cases of contract splitting.

p) Contract management

- the compliance of clauses in the initial contract;
- the existence of guarantees and their probative value;
- the consistency between technical requirements in the tender dossiers and those attached to the signed contracts;
- changes over the course of contracts, ensuring that they are supported by service orders issued by authorised persons (project management, supervision missions, etc.);
- the legality of addenda to initial contracts in terms of value, technical appropriateness and compliance with ceilings provided for in the regulations.
- The presence of the signed integrity statement.

q) Contracts subject to an AFD NON

For contracts subject to an AFD NON, the auditor is asked to verify that the necessary NON have been requested and delivered. If not, the same audit procedures should be performed as for contracts not subject to an AFD NON.

r) AML/CFT due diligence

- the performance of AML/CFT (Anti-Money Laundering And Combating The Financing Of Terrorism) due diligence by the SANPARKS prior to contract(s) award, in particular verification of the absence of contracts beneficiary(ies) or subcontractors from the financial sanctions lists adopted by the United Nations, European Union and France. Furthermore, the auditor should ensure that the results and ensuing

consequences of the search carried out by the SANPARKS have been given due consideration.

s) SER due diligence

- The actual implementation of the Social and Environmental Responsibility due diligence requirements and of the commitments made by the counterparty to AFD. In particular:
 - the correct allocation of ear-marked budgets for SER measures (including an audit of displaced populations resettlement when such resettlement took place);
 - inclusion in tender dossiers of the Environmental and Social Management Plan commitments.

3. Professional obligations

3.1. Standards and ethics

3.1.1. Professional Standards to be Used

The auditor should take into consideration the various guidelines applicable to the production of financial audit reports. With regard to the application of ISA Standards, special attention should be given to the following:

- **Fraud and Corruption:** in accordance with **ISA 240** (Consideration of the risk of fraud and error in an audit of financial reports), it is important to identify and assess the risks of fraud, obtain or provide sufficient audit evidence for the analysis of these risks, and deal with identified or suspected fraud appropriately.
- **Laws and Regulations:** when developing the audit approach and executing the audit procedures, the Project/Programme compliance with laws and regulations that may significantly affect financial reports should be assessed, as required by **ISA 250** (Consideration of the risk of misstatement in an audit of financial reports resulting from non-compliance with legal and regulatory texts).
- **Governance:** communication with the Project / Programme Management members in charge of governance on major audit matters in compliance with **ISA 260** (Communication on the mission with those charged with Governance).
- **Risks:** to reduce audit risks to a relatively low level, appropriate audit procedures in response to the risks of misstatements identified after the assessment of the internal control system should be implemented, in accordance with **ISA 330** (Audit procedures implemented by the auditor after his risk assessment).

In accordance with **ISAE 3000**, the auditor should prepare audit documentation that provides:

- sufficient and appropriate evidence of the work serving as a basis for his audit report; and
- evidence that the audit has been planned and performed according to ISA standards and in compliance with applicable legislative and regulatory requirements.

Audit documentation is defined as the presentation of the audit procedures performed, relevant evidence collected and conclusions that the auditor has reached.

Audit files consist in one or more folders or other means of archiving, in a physical or electronic form, containing documentation relating to a specific mission.

3.1.2. Ethics and Independence

The auditor should comply with the IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA).

This Code establishes fundamental ethical principles for auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

3.2. Requirements for the Auditor

3.2.1. Auditor's Professional Affiliation

By agreeing these TOR, the auditor confirms that he/she meets at least one of the following conditions:

- the auditor is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC); or
- the auditor is a member of a national accounting or auditing body or institution; although this organisation is not a member of IFAC, the auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these TOR.

3.2.2. Audit Team Qualifications and Experience

The Auditor will employ staff with appropriate professional qualifications and suitable experience with IFAC standards, in particular International Standards on Auditing and with experience in auditing financial information of entities comparable in size and complexity to the SANPARKS. In addition the audit team as whole should have:

- experience with audits of development aid projects and programmes funded by national and/or international institutions and/or donors;
- experience with procurement audits;
- sufficient knowledge of relevant laws, regulations and rules in the country would be an asset; this includes, but is not limited to taxation, social security and labour regulations, accounting and accounting information systems, procurement;
- audit experience in the Project/Programme sector. ^[1]_[SEP]

3.2.3. Team Profiles

3.2.3.1. Key Experts

Experts who are to perform an important role in the mission are referred to as “Key Experts”.

Category 1 – (Audit partner)

A Category 1 expert (Audit partner) should be a partner or other person in a position similar to that of a partner and be a highly qualified expert with relevant professional qualifications, and assuming or having assumed team leader and supervisor responsibilities in financial audit practice.

He should be a member of a national or international accounting or auditing body or institution. He must have at least 10 years of experience as a professional auditor or accountant, in the field of donor-funded projects / programmes audit.

The audit partner is the person responsible for the specific contract and its performance as well as for the report that is issued on behalf of the firm.

Category 2 – (e.g. Team Leader)

Team Leader(s) should be qualified expert(s) with a relevant university degree or professional qualification in accounting and/or auditing, works auditing and/or supervision. They must have at least 8 years of experience as a professional auditor in the field of donor-funded projects / programmes audit. They must demonstrate successful experience in managing audit teams.

Category 3 – (e.g. Supervisor)

Supervisors should be qualified experts with a university degree or relevant professional qualification in accounting and/or auditing, works auditing and/or supervision and have at least 5 years of experience as a professional auditor in the field of donor-funded projects / programmes audit.

Category 4 – (e.g. Senior Auditor)

Senior auditors should be qualified experts with a university degree or relevant professional qualification in accounting and/or auditing, works auditing and/or supervision and have at least 3 years of experience as a professional auditor in the field of donor-funded projects / programmes audit.

Non-Key Experts

Category 5 – (e.g. assistant auditor)

Assistant auditors must have a university degree in accounting and/or auditing, works auditing and/or supervision of work and have at least 1 year of professional experience as a professional auditor in the field of donor-funded projects / programmes audit.

3.2.3.2. Support Staff and Technical Support

The auditor is free to propose additional support (administrative and/or technical) in his/her bid, the cost of which should then be incorporated in the expert fees.

3.2.3.3. Curriculum Vitae (CVs)

The auditor provides the CVs of all experts (key and non-key) proposed as team members. The CVs include information on the types of audits performed by the team members, demonstrating their abilities and capacity to perform the audit, as well as detailed information regarding any relevant experience.

3.2.4. Composition of the Audit Team (to be completed by the auditors)

	Cat 1: Partner	Cat 2: Team Leader	Cat 3: Supervisor	Cat 4: Senior Auditor	Cat 5: Assistant Auditor	TOTAL
Min. No. of auditors						
Other personnel (technical or PM)						
TOTAL						

4. AFD Procurement Requirements Appendices

4.1. Key Programme Information

4.2. Nomenclature of Findings and Misstatements

4.3. List of Expenditures and Findings

4.4. Audit Report Template

4.5. Letter of Representation

5. PROJECT MANAGEMENT AND REPORTING

SANParks IAF representative involvement will be limited to the introduction of members to SANParks and thereafter the service provider will conduct the audit and organise further meetings and contacts on your own, in liaison with the relevant project staff. However, should the service provider experience challenges pertaining to the availability of personnel and documentation, it must be escalated immediately to the IAF.

The appointed service provider will report directly to the CAE as the Project Manager.

6. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the bidder to submit documentary proof (BBBEE certificate or sworn affidavits,) in support of bidders claims for such preference for that specific goal.

Bidders are further referred to the content of the (SBD 6.1) Preference Schedule for the full terms and conditions applicable to the awarding of preference points

- Submission of fully completed SBD 7.2
- Submission of BBBEE certificate or sworn affidavits
- Submission of SARS Tax Pin
- Submission of AFD Statement of Integrity (Fully completed and signed)

7. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

8. PRICING SCHEDULE

NB: SANParks will be regarded as the office of workplace during the duration of the engagement. No kilometre claims will be allowed between the service provider's office and the SANParks head office.

Estimated 400 hours to complete this Audit. Complete pricing proposal must accompany this schedule.

Service Providers to consider use of AGSA Rate when Quoting.

APPOINTING A SERVICE PROVIDER TO CONDUCT AN AUDIT ON DONOR FUNDING AGREEMENTS				
Item No	Item Description	Number of Hours	Rate per hour	Total (excluding VAT)
1.	Partner/ Director			
2.	Snr Manager			
3.	Manager			
4.	Audit Supervisor			
5	Audit Team			
			Sub-Total	R
			Disbursements	R
			VAT 15%	R
			GRAND TOTAL	R

This audit will be conducted in Cape Town. It will be advisable that the service provider have a footprint in the Cape Region.

The execution of the audit will be done remotely, only where it requires a face-to-face meeting will disbursements be considered.

NOTE: Timesheets must be attached to invoices for work done by the engagement team.

Evaluation Criteria

Mandatory requirements

Bidders will be disqualified if they do not fully comply with all mandatory requirements. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the bidder shall be disqualified.

- (i) Documentary proof that the bidder is registered with the Institute of Internal Auditors (IIA), and at least **one** of the following:
 - South African Institute of Chartered Accountants (SAICA);
 - South African Institute of Professional Accountants (SAIPA);
 - Association of Chartered Certified Accountants (ACCA);
 - Independent Regulatory Board of Auditors (IRBA)

Functionality Criteria

Bidders are not eligible for the Price and Preference scoring stage where they score less than the minimum threshold of 75% p prescribed for functionality.

FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID

	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
1	Operational Capacity to fulfil the engagement	30	5	Name the audit and risk software tool your firm is using for audits (TeamMate, BarnOwl, AuditPro) ** Audit tool must be able to replicate Provide proof of such registrations	0 point = no system 1 point = If excel is used an audit software tool 5 points = use of any audit software tool (TeamMate, BarnOwl, AuditPro)
			5	Name the audit software your firm is utilising to perform CAAT's (eg Access, SAS, ACL, Arbutus, EAS) Provide proof of such registrations	0 point = no system 1 point = If excel is used an audit data analysis tool 5 points = use of any data analysis tool (Access, SAS, ACL, Arbutus, EAS)

2	<p>Level of experience and Qualifications of Audit Staff</p> <p><i>Please provide detailed CVs of the project team members who will be involved in this project. The CVs must indicate the number of years' relevant experience.</i></p> <p><i>Service provider to provide the names of the teams, linked to their position in the organisation, number of years' experience; Industry of experience; highest qualification obtained, where teams members are foreign, proof of SAQA certification.</i></p>	40	5	Experience in Internal Audit by Partners (Partners/ Directors)	<p>0 point = no experience</p> <p>1 point = less than 3 years</p> <p>2 points = between 3 to 6 years</p> <p>3 points = between 6 to 8 years</p> <p>4 points = between 8 to 10 years</p> <p>5 points = 10 years and more</p>
			5	Experience of Internal Audit Managers (Senior Managers, Manager and Assistant Managers)	<p>0 point = no experience</p> <p>1 point = less than 3 years</p> <p>2 points = between 3 to 6 years</p> <p>3 points = between 6 to 8 years</p> <p>4 points = between 8 to 10 years</p> <p>5 points = 10 years and more</p>

			5	A track record of company in the provision internal audit services for donor agreement audits (attached 5 letters from clients) where the above relevant expertise was audited*	<p>0 point = no reference letters submitted</p> <p>1 point = 1 – 2 reference letters submitted</p> <p>2 points = 3-4 reference letters submitted</p> <p>3 points = 5 reference letters submitted</p> <p>4 points = between 6 to 8 reference letters submitted</p> <p>5 points = 9 or more reference letter submitted</p>
3	Company Profile	10	5	The bidder must provide Company Profile detailing years of experience (including Donor Funding audits) in the audit business (The bidder must have five (5) years and more experience providing similar services).	<p>0 points – No experience in donor funding audits</p> <p>1 point - 1 – 4 years’ experience in donor funding audits</p> <p>3 points – 5 years’ experience in donor funding</p> <p>5 points –6 or more years’ experience in donor funding</p>
4	Audit Methodology	20	5	Bidders must provide an audit methodology as per section 2 of this request for RFQ	<p>0 points – No submission</p> <p>1 point - addressing some sections as required in section 2</p> <p>3 points – addressing all as required in section 2</p> <p>5 points – addressing all as required and more in section 2</p>
		100			

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

9. TIMELINES

Upon appointment the recommended supplier is expected to confirm if they can deliver as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

10. FINANCIAL PAYMENT

Upon appointment the recommended supplier is expected to confirm if they can deliver as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

11. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.2.1 If so, furnish particulars:

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**
- 2.3.1 If so, furnish particulars:

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect.

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Specific Goal 1: B-BBEE Procurement Recognition Level 1 to 4	Total Points = 5 B-BEE Level 1 – 4 – 5 points B-BBEE Level 5 – non-compliant – 0 points	
Specific Goals 2: Black people with at least 51% shareholding or more	Total Points = 5 91% to 100% = 5 points 81% to 90% = 4 points 71% to 80% = 3 points 61% to 70% = 2 points 51% to 60% = 1 point Less than 50% = 0 points	
Specific Goals 3: Exempted Micro Enterprise (EMEs) Qualifying Small Enterprise (QSEs) Generic Enterprise (GENs)	Total Points = 5 EME - 5 points QSE - 3 points GEN - 1 points	
Specific Goals 4: Woman ownership with at least 30% shareholding or more	Total Points = 5 71% to 100% = 5 points 61% to 70% = 4 points 51% to 60% = 3 points 41% to 50% = 2 points 30% to 40% = 1 point Less than 29% = 0 points	
TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of Company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)SANPARKS..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number...TMNP027/2025-26R..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to RFQ
 - Pricing schedule(s);
 - Bidders Disclosure;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations of 2022
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding 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.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-SPECIFIC GOALS CLAIMED

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON THIS DATE:

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

Statement of Integrity

MARKET THIRD

This declaration is part of AFD Group's anti-corruption compliance system, pursuant to Law No. 2016-1691 of 9 December 2016 on transparency, the fight against corruption and the modernization of economic life, known as the Sapin II law. The purpose of this declaration is to enable the identification and assessment of the risk of corruption associated with AFD's third-party market parties at the time of entry and throughout the business relationship with them in the context of its market operations.

This declaration is also part of AFD Group's system for compliance with financial and economic sanctions, which prohibits it from making funds available to a person or entity appearing on the lists of financial sanctions that apply to a French taxable person by regulation.

All information provided in this statement will be considered confidential: it is not intended to be made public and is intended to be used only in the context of the contractual relationship envisaged by the departments needing to know it. The processing of the data collected on this occasion will be carried out in compliance with the laws and regulations applicable to personal data.

We thank you for your cooperation and kindly ask that you return this completed and signed declaration.

Note: Please consider the "entity" as a "credit institution or investment firm" that intends to enter/is in a business relationship with AFD for market operations.

Please provide the following:

General information about the entity:	
Legal name	
Legal form	
Head Office Contact Information	
Corporate purpose / sector(s) of activity	
Composition of the shareholding structure with more than 25% of the share capital or voting rights and identification of the beneficial owner, if applicable ¹	
Key Executives	

¹ Indicate the composition of the entity's shareholding (natural persons and/or commercial entities) going back to the beneficial owner, understood as the natural person directly or indirectly owning more than 25% of the capital or voting rights of your entity, or, failing that, the person exercising control over the management or management bodies.

Key Executives	
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STATEMENTS

Hereby, _____, as represented by its duly authorized signatory:

Certifies that neither it nor any of its managers and shareholders or beneficial owners directly or indirectly holding more than 25% of the capital or voting rights are on the financial sanctions lists adopted by the United Nations, the European Union and/or France, and undertakes to inform AFD without delay of any change in situation in this regard

Certifies that neither it nor any of its managers and shareholders or beneficial owners directly or indirectly holding more than 25% of the capital or voting rights have been subject for less than five years to administrative sanctions, investigations, criminal prosecutions or convictions that may be linked to acts of money laundering or fraud, corruption, influence peddling (or any other equivalent and related offence) and undertakes to inform AFD without delay in the event that such sanctions, investigations, prosecutions or convictions take place, throughout its relationship with AFD (in the event of administrative sanctions, investigations, prosecutions or convictions, please provide additional information)

Certifies that it and none of its managers and shareholders or beneficial owner is in a situation of conflict of interest in the context of the planned market transactions with FCA (in the event of a conflict of interest, please describe the situation)

Acknowledges that it has read and adheres to AFD's commitments in the fight against corruption as reproduced in particular in the AFD Group Code of Conduct available here [and its general policy on the fight against Prohibited Practices available](#) here

By signing this declaration, the undersigned declares that he/she is duly authorized to make the above commitments and certifies that all the information provided is accurate and complete, knowing that any false or misleading statement on his/her part could result in the termination of the contract with AFD.

On _____, at _____.

Mr/Mrs/Ms/Prof/Dr _____, acting as _____.

Signature

Date