PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ACADEMY OF SCIENCE OF SOUTH AFRICA					
BID NUMBER:	**RFQ/Admin/08/June/2026**	Closing Date:	**25/June/2026**	Closing Time:	**23:59**
DESCRIPTION	**ASSAf seeks to appoint Internal Auditors for a period of two (2) years.**				
BID RESPONSE DOCUMENTS MUSTBE EMAILED TO THE BELOW EMAIL ADRESS:					
scm@assaf.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms Didi Rambau**	CONTACT PERSON	**Morakeng Chiloane**
TELEPHONE NUMBER	**060 800 5331/076 889 8873**	TELEPHONE NUMBER	**082 779 2652/076 889 8873**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Didi@assaf.org.za	E-MAIL ADDRESS	Morakeng@assaf.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE PIN:			CENTRAL SUPPLIER DATABASE NUMBER:	MAAA

QUESTIONNAIRE, (ONLY APPLICABLE TO BIDDING FOREIGN SUPPLIERS OR SERVICE PROVIDERS)

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN SUCH A BIDDER WILL AUTOMATICALLY BE DISQUALIFIED.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE SUBMITTED BY OR BEFORE THE STIPULATED DATE AND TIME TO THE CORRECT EMAIL ADDRESS PROVIDED ABOVE. 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**.**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO PROVIDE THEIR PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY THE SOUTH AFRICAN REVENUE SERVICE(SARS) TO ENABLE ASSAf TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 BIDDERS SHOULD ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.4 FOR BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER

NB: FAILURE TO PROVIDE/OR COMPLY WITH ANY OF THE ABOVE WILL RESULT IN AUTOMATIC DISQUALIFICATION OF THE BID.

NAME OF THE BIDDER……………………………………………

SIGNATURE OF THE BIDDER……………………………………

DATE……………………………………………......

INDEX

1. BACKGROUND ON ASSAf

1.1 The Academy of Science of South Africa (ASSAf) aspires to be the apex organisation for science and scholarship in South Africa, recognised and connected both nationally and internationally. ASSAf was inaugurated in May 1996. It was formed in response to the need for an Academy of Science consonant with the dawn of democracy in South Africa: activist in its mission of using science and scholarship for the benefit of society, with a mandate encompassing all scholarly disciplines that use an open-minded and evidence-based approach to build knowledge.

1.2 Through its Membership which represents the collective voice of the most active scholars in all fields of scholarly enquiry, ASSAf aims to generate evidence-based solutions to national problems. The benefits that the Academy aspires to bring to South Africa and the wider society is the sustainable provision of a professionally managed organisation that can mobilise the best intellect, expertise and experience which are used to investigate and provide evidence-based scientific solutions to national problems for the benefit of society; the international connectedness at the highest level of knowledge and insight; and facilitation of public understanding of the nature, scope and value of the scientific and technological enterprise.

ASSAf is a public entity but it is not listed under the Public Finance Management Act (PFMA).

2. SERVICE DESCRIPTION

2.1 ASSAf requires to appoint a service provider to undertake or perform internal audit function for a period of two (2) years commencing with the 2026/27 financial year.

3. TERMS OF REFERENCE

3.1 Scope of Work

3.1.1 Perform internal audit services in terms of the applicable framework and in accordance with the Standards for the Professional Practice of Internal Auditing published by the Institute of Internal Auditors.

3.1.2 Prepare an annual internal audit plan in consultation with management and for approval by the Audit and Risk Committee.

3.1.3 Execute the tasks as contained in the approved internal audit plan.

3.1.4 Undertake at least one (1) but not more than two) internal audit reviews per annum and as agreed and approved by the Audit and Risk Committee,

3.1.5 Issue a report after the conclusion of each internal audit review which should include observations, recommendations and management's responses,

3.1.6 Provide progress report on status of the execution of the internal audit reviews in accordance with the approved Internal Audit Plan.

Additional information which may be of interest to the prospective bidder

(a) ASSAf has one (1) central office which is based in Pretoria.

(b) ASSAF has implemented a hybrid model which allows employees to work from home but go to the office as and when necessary. This means the successful service provider should be able to accommodate this setup.

(c) ASSAf is a small entity with a staff complement of 30 employees and a small annual budget.

Objectivity

i. The successful bidder will be expected to operate independently.

ii. Should provide details of any possible conflict of interest as well as other information where the principle of objectivity may be compromised, should such a possibility arise.

iii. Where the principle of objectivity compromise has been identified, the service provider should provide ASSAf with a document on how the possible compromise will be managed and the mitigating safeguards thereof.

Reporting

The internal auditor(s) will report administratively to the Finance Manager and functionally to the ASSAf Audit and Risk Committee.

4 MANDATORY REQUIREMENTS

4.1 Proposals will be disqualified or not considered under the following conditions:

4.1.1 Submission after the deadline,

4.1.2 Proposals submitted at incorrectlocation or email address,

4.1.3 Bidders who are not registered on the CSD

4.1.4 Bidders whose tax matters are not in good standing when submissions are considered,

4.1.5 Failure to provide company registration documents (CIPC or equivalent).

4.1.6 Failure to provide proof of registration of the Engagement or audit partner with (IIA SA).

4.1.7 Failure to submit completed and signed Standard Bidding Document (SBD 1 PART A and B, and SBD 4).

4.1.8 Bidders who have served as ASSAf internal auditors for a period of five (5) consecutive years in the past ten (10) years,

4.1.9 Bidders who were either appointed as internal or external auditors, but their appointment was terminated for whatever reason before the end of the term of their appointment.

4.1.10 Bidders who have less than five (5) years of auditing experience in the public sector.

5 FUNCTIONAL REQUIREMENTS

5.1 The bidder should be able to demonstrate the following competencies:

5.1.1 Registration with the institute of Internal Auditors of South Africa (IIA SA).

5.1.2 In practice or engaged in public practice

5.1.3 Good track record and reputation. Provide at least 3 written reference(s) attesting to performing internal audits in the public sector.

5.1.4 The bidder should have a minimum of five (5) years' experience in conducting internal audits in the public service.

6 GENERAL TERMS AND CONDITIONS

6.1 The Respondent is responsible for all costs incurred in the preparation and submission of the bid.

6.2 Copies of any affiliation, membership and/or accreditation that support your submission must be included in the proposal.

6.3 Note that ASSAf is entitled to:

6.3.1 Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date.

6.3.2 Verify any information contained in the proposal.

6.3.3 Not appoint any bidder.

6.3.4 Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication.

6.3.5 Disqualify RFQ's that have an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts.

6.3.6 Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, ASSAf shall be entitled to appoint the service provider who was rated 2nd (second), and so on.

6.3.7 Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.

6.3.8 It is an understanding that the successful bidder hereby offers to render all the services described in this RFQ and on the terms and conditions in accordance with the specifications stipulated in this RFQ document.

6.3.9 The proposals and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

7 EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications stipulated in this bid documents and pricing.

8 DEADLINE FOR SUBMISSION

8.1 RFQ's should be submitted ONLINE at scm@assaf.org.za by no later than **25 June 2026 at 23:59**

8.2 RFQ Validity Period is 30 days commencing from the RFQ closing date.

9 PRICING

9.1 Pricing to be included in the bid amount as per the attached SBD 3.3 should only be for the first year of the audit, as this bid amount will be used for the evaluation.

9.2 Price escalation for the subsequent years of audit will be based on a negotiation process with ASSAf where factors such as cost escalation, change in audit scope, improved client efficiencies, improved audit efficiencies, knowledge of ASSAf by the auditor and changes in the environment will be considered. The fee for all the years will be subject to approval by the Audit and Risk committee of ASSAf, who will not unreasonably withhold such approval where plausible reasons for escalation have been justifiably communicated and agreed upon with ASSAf management.

10 PERIOD OF APPOINTMENT

The service provider will be appointed for two (2) years commencing with the 2026/27 financial year which is from 01 April 2026 to 31 March 2027.

11 COMMUNICATION

ASSAf may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any representative of the bidders or a person acting in an advisory capacity for ASSAf in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

12 CONFIDENTIALITY

12.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's submission will be disclosed by any bidder or other person not officially involved with ASSAf's examination and evaluation of RFQ.

12.2 Part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing an RFQ This bid and any other documents supplied by ASSAf remain proprietary to ASSAf and must be promptly returned to ASSAf upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.

12.3 **Throughout this bid process and thereafter, bidder(s) must secure ASSAf's written approval prior to the release of any information that pertains to:**

(a) the potential work or activities to which this bid relates; or

(b)

(c) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

13 BIDDERS DISCLOSURE

13.1Declaration with regard to the company/firm

13.1.1 Name of the company/firm……………………………………………………………
13.1.2 VAT registration number……………………………………………………………
13.1.3 Company registration number……………….…………………….…………………….
13.1.4 Type of company/firm

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX

13.1.5 Describe principal business activities

……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………

13.1.6 Enterprise classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

13.1.7 Total number of years the enterprise has been in business…………………………

13.2 Bidder's declaration

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

13.2.1 If so, furnish particulars of any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of the State institution

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

13.2.3 If so, furnish particulars…………………………………………………….
……………………………………………………………………………………………

13.2.4 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 they are bidding for this RFP? **YES/NO**

13.2.5 If so, furnish particulars……………………………………………………….
……………………………………………………………………………………………..

13.3 DECLARATION

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

13.3.1 I have read, and I understand the contents of this disclosure.

13.3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

13.3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. (Communication between partners in a joint venture or consortium will not be construed as collusive bidding).

13.3.4 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.

13.3.5 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.

13.3.6 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.

13.3.7 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 SECTIONS 13.1, 13.2 and 13.3 ABOVE IS CORRECT.
I ACCEPT THAT THE ENTITY MAY REJECT THE BID OR ACT AGAINST ME SHOULD THE INFORMATION DECLARED ABOVE IS PROVED TO BE FALSE.

……………………………… ..……………………………………………
Signature Date

……………………………… ………………………………………………
Position Name of bidder