



Head office Midrand E: connect@softstartbti.co.za | O: 011 695 4800

Branch: Botshabelo E: info@botshabelohub.co.za | O: 051 531 9060

A: 136, 2nd Street, Randjespark, Midrand, Johannesburg, South Africa | W: www.softstartbti.co.za

A: 09th Pink street, Botshabelo industrial park, Botshabelo, SA

Registration number: 2000/028790/08

**REQUEST FOR PROPOSALS FOR PROVISION OF PROFESSIONAL EXTERNAL
AUDIT SERVICES AT SOFTSTART BUSINESS AND TECHNOLOGY
INCUBATOR NPC (SBTI) FACILITY FOR A PERIOD OF 36 months.**

DESCRIPTION OF SERVICES	Provision of Professional External Audit Services for a period of 36 months
CLOSING DATE:	14 November 2022
TIME:	11am
SUBMISSIONS	Physical submit at: 136 2nd Street, Randjespark, Midrand <u>AND</u> an electronic copy emailed to tenders@softstartbti.co.za



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REQUEST FOR PROPOSAL FOR PROVISION OF EXTERNAL AUDIT SERVICES AT SOFTSTART BUSINESS AND TECHNOLOGY INCUBATOR NPC (SBTI) FOR A PERIOD OF 36 MONTHS.

CLOSING DATE: 14 NOVEMBER 2022 AT 11H00 AM

SECTION I: TERMS AND CONDITIONS

1. Introduction

1.1 Softstart Business and Technology Incubator NPC ("SBTI") has issued this Request for Proposal ("RFP") to prospective Suppliers in respect of the provision of external audit services and/or the rendering of services as set out in Section II.

2. General Rules of the RFP

2.1 SBTI is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short listed bidders before final selection.

2.2 SBTI reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the SBTI decide not to proceed with the RFP.

2.3 SBTI also reserves the right to appoint any other person to undertake any part of the tasks.

2.4 SBTI reserves the right to modify the timelines as set out in respect of the submission of the proposal. SBTI may cancel this RFP at any time on notice.

2.5 The Service provider must be a single legal entity with all other necessary expertise. SBTI will enter a single contract with a single entity for the delivery of the work set out in these RFP document.

2.6 Must have a minimum BBBEE grading of Level 3 upwards (i.e., Level 2 and Level 1).

2.7 Must have a strong proven track record (i.e., project plan strategic, managerial, operational and experience, credentials, etc.).



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3. Costs Incurred by the Supplier

3.1 The Supplier shall be responsible for all costs, expenses and losses incurred by it in the preparation, presentation and demonstration of the submission contained in its respective proposal about this RFP. SBTI shall not compensate the Supplier for any such costs, expenses, or losses, regardless of the outcome of the tender.

3.2 Should this RFP be cancelled, SBTI shall not incur any liability whatsoever.

4. Disclaimer of Rights and Limitation of Liability

4.1 The Supplier provides this proposal at its sole and absolute risk.

4.2 By submission of its tender, the Supplier shall be deemed to have; -

- a. Satisfied itself with all conditions / circumstances affecting its tender; and satisfied itself with any policies which the Supplier is obliged to comply with in the rendering of the Services.

4.3 The terms and conditions provided by the Supplier in the Proposal shall have no force and effect and shall never be taken as operative, whether to override or supplement any term or condition, as may pertain to this RFP or any subsequent agreement.

4.4 Save as expressly provided herein, no rights whatsoever are granted whether in terms of the common law or as may arise from any written or oral undertakings provided by SBTI to the Supplier. Without limiting the generality of the foregoing, SBTI shall not and does not undertake to; -

- a. Accept the lowest priced response. SBTI reserves the right to accept any of the responses in whole or in part. Furthermore, SBTI reserves the right to reject all the responses submitted and terminate discussions and/or negotiations at any time and to depart from any terms and conditions contained within this RFP without incurring any liability and reserves the right to negotiate with one or more Supplier(s).
- b. Provide details as to the Proposal scoring mechanism and the Supplier waives any right it may have to claim any information, other than which has been provided to it by SBTI under the Promotion of Access to Information Act 2 of 2000 or any other law.



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5. Submission of Proposal

5.1 Proposals must be submitted to ensure that SBTI receives them no later than the closing time and date specified for their receipt at the address set out: **136 2nd Street, Randjespark, Midrand, AND a copy be emailed to: tenders@softstartbti.co.za**

5.2 The proposal shall, unless this RFP expressly provides otherwise, be hand delivered and an electronic copy be sent via email as set out in 5.1. before **11h00 on 14 November 2022.**

5.3 Supplier's proposal shall remain valid for 120 days from tender closure.

6. Late Submission of Proposals

6.1 Proposals received at the address indicated in this RFP after the closing date and shall not be considered.

7. Supplier Information

7.1 The Supplier will be required to furnish SBTI with the information as set out in Section III hereto.

8. BBBEE Information

8.1 SBTI is committed to the achievement of the goals set out in the Broad Based Black Economic Empowerment Act no 53 of 2003 ("the BBBEE Act"), the Financial Sector Codes issued in terms of the BBBEE Act, and all other related legislation.

8.2 In order for SBTI to achieve its commitment to such principles, all Suppliers are required to submit, as part of their response, their own provisions for BBBEE.

8.3 In respect of shareholding, the Supplier must, together with the required supporting documentation, submit details of the extent to which black people hold beneficial shareholding in the Supplier or its associated organizations. In addition, specific reference must be made to black woman shareholding.

8.4 In respect of the Supplier's own BBBEE Policy, the Supplier must, together with the required supporting documentation, submit details of its current BBBEE Policy and any plans it has in order to retain and improve its current ratings.



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9. Declaration of Interest

9.1 The owners/directors of the Supplier shall be required to sign the required undertaking as set out in Section III hereto, declaring whether such owners/directors hold an interest in SBTI, or any of its subsidiaries.

10. Capabilities

10.1 SBTI tender panel will conduct an evaluation of the response provided by each Supplier along with the site visit. The evaluation will be at SBTI's sole discretion. Evaluation will be based on price, BBBEE and functionality (see Section III).

11. Use of the Softstart Business and Technology Incubator name and Logo in the RFP

11.1 The Supplier is hereby requested not to use or display SBTI name and logo on its response to this RFP or on any other documentation regarding this RFP.

12. Governing Law

12.1 This Agreement will be governed, construed and take effect in all respects in accordance with the laws of the Republic of South Africa.

SECTION II: REQUIREMENTS

13. Introduction.

13.1 The intention of this RFP is to ensure that a fair and transparent process is run to ensure that the best service solution for SBTI is procured.

14. Scope of Work

The appointed service provider shall employ every lawful means to include but not be limited to:

14.1. Develop and submit an audit plan for approval by 28 February of each year

14.2. Ensure that SBTI audits are completed within three (3) months of year-end each financial year (i.e., by 30th June of each year).

14.3. Audit SBTI's accounting records and express an opinion as to whether financial



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statements are presented fairly in accordance with the applicable accounting standard of the entity (International Financial Reporting Standards);

- 14.4. Provide reasonable assurance that the finance statements are free from material misstatements, whether caused by error or fraud.
- 14.5. Identification of significant risks and the evaluation of the internal control environment.
- 14.6. Identification of internal control weakness and proposal of suitable recommendations for improvements.
- 14.7. Report on internal control weaknesses, assessment of risk and proposals of suitable recommendations for improvement.
- 14.8. Review the tax computation and provide an assessment of the compliance with the Tax Act of South Africa.
- 14.9. Assessment of compliance with Companies Act requirements, accounting standards, and other applicable laws and regulations
- 14.10. Communication of audit findings to management.
- 14.11. Preparation of formal management report; and
- 14.12. Preparation of formal reports to be presented at the Audit Finance and Risk Committee and the Board of SBTI

15. Staffing

The successful service provider will have to deploy suitably qualified staff in line with the needs of the role and in compliance with industry norms, and the relevant legislative framework.

16. Commencement date

The successful bidder must be prepared and able to commence providing the services for the period ending 2022/23 financial year.



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SECTION III

17. Information required with the proposal must include but not limited to:

17.1. Submit the proposal documents in the following sequence.

17.1.1 **Annexure 1:** Cover letter, company profile, CIPC registration documents with all certified copies of relevant certifications, accreditations, and licenses. CVs of project staff, awards, etc.

17.1.2 **Annexure 2:** Valid original tax clearance certificate, and any other related certificates (certified copies).

17.1.3 **Annexure 3:** List of References and three (3) testimony letters (contactable) not older than three (3) years.

17.1.4 **Annexure 4:** This RFP document and your company proposal with comprehensive methodology.

17.1.5 **Annexure 5:** Price breakdown