



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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REQUEST FOR PROPOSALS:

RE: PROVISION OF FINANCIAL AUDIT SERVICES TO THE AFRICA INSTITUTE

1. Purpose

To appoint a suitably qualified audit firm to perform the financial audit of the Africa Institute, in accordance with international financial reporting standards.

2. Background

The Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes (The Institute) is an organisation established as an Intergovernmental Organization (IGO) based in Pretoria, South Africa. It began operating in 2009. As an Intergovernmental Organization, its supreme governing body, known as the Council, is made up of representatives of its member countries. The Institute has a staff complement of 6.

In its operation the Institute serves as an executing agency for projects which are mainly funded by international donors/funders. The projects are of different sizes (in terms of the budget and activities involved). Furthermore, whilst they are multi-year projects, they each have annual budgets, milestones and targets. They each are therefore audited annually with the audit reports, compliant to applicable standards, submitted to funders of the projects. In line with this requirement a call is herewith issued to all eligible service providers to submit proposals to provide services outlined in Paragraph 1 above.

3. Call for Proposals

In line with best international practice, the Africa Institute's financial books are audited annually. The audit is for all the projects that the Institute is managing, including the Africa Institute operational account, which should be audited separately and an audit report for each provided.

The Africa Institute is as such looking for a suitably qualified audit firm to audit its financial books. The audit is for the 2025/26 financial year. As such the income and expenditure for each of the projects to be audited in the current financial year are annexed hereto as Annex I. Depending on a wide range of factors to be considered the Institute may sign a multi-year contract with the service provider for a period not exceeding 5 years. As such the service provider must give indication of the possible change to the audit fees in subsequent years and factors that may affect future pricing.

Interested and eligible service providers are invited to submit proposals on how best to meet the needs of the Africa Institute with regards to the afore-mentioned services. The proposals should include the following:

- (i) The service provider's capacity to render the service, detailing available resources and all relevant conditions;
- (ii) The time it will take to conduct the audit and deliver reports;
- (iii) The pricing structure, with all the necessary details. This should be transparent and inclusive.
- (iv) The service provider's track record, with evidence of such and contactable referees.

Africa Institute shall not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the proposal.



4. The Service Provider shall be required to

- Conduct audits, in accordance with international financial reporting standards, and submit audit reports to the Africa Institute;
- Schedule/attend scheduled meeting(s) for the presentation of the audit reports to the Africa Institute;
- Amend the reports in line with the outcome of the audit reports presentation meeting(s).

5. Required Documentation

To accompany the proposal shall be the following:

- (a) Valid Tax Clearance Certificate;
- (b) In proposals where Consortia/Joint Ventures/Sub-contractors are involved, such shall be clearly indicated and each party shall submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- (c) If submitted through hand delivery or postal methods, bidders should submit two identical proposals clearly marked “original” and “copy”.
- (d) The evaluation of proposals can only be done on the basis of information required by the Africa Institute and supplied by the bidder;
- (e) Bidders failing to meet all the mandatory requirements shall automatically be disqualified.
- (f) This tender is open to all countries that are members of the Africa Institute.



6. B-BBEE Considerations

- 6.1. Service Providers are requested to submit the original and valid BBEE Status Level Verification Certificate or certified copies thereof failing which the B-BBEE preference points claimed will be forfeited.
- 6.2. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBEE but will not be disqualified from the bidding process. They will score zero points.
- 6.3. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.4. A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- 6.5. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.



7. Details of where Proposals are to be submitted

The proposal should be marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and submitted using either of the following methods:

Hand delivery	By e-mail
Environment House 473 Steve Biko Road Pretoria, 0083	NMasha@dffe.gov.za

8. Service Level Agreement

- 8.1. A successful service provider shall enter into a contract with the Africa Institute for the provision of the service.
- 8.2. Before any service can be rendered the service level agreement shall be signed by both Parties (Africa Institute and the successful bidder). Should there be any issue regarding the finalisation of the agreement, the Africa Institute reserves the right to cancel the contract with no cost implications to the Institute.

9. Payment Terms

The Africa Institute undertakes to pay out in full within 14 days all valid claims for services rendered to its satisfaction upon presentation of a substantiated invoice. Payment schedule shall be outlined in the contract. No payment shall be made where there is outstanding information not submitted by the Service Provider until that outstanding information is submitted.



10. Closing date

The closing date for applications is 25/02/2025 at 16:00 hrs. Late submissions will not be considered.

11. Bids Evaluation

11.1. Rating Scale

In evaluating the proposals, the following rating scale shall be used for each of the evaluation criterion.

Outcome	Non-compliant	Poor	Fair	Average	Good	Excellent
Rating/score	0	1	2	3	4	5

11.2. Evaluation Criteria and Weighting

The following is the weighting awarded for each element, and the threshold scores for each:

	Evaluation Criteria	Weight
Functionality	Capacity to provide the required service	45%
	Track Record	10%
	Audit duration	5%
Price	Pricing structure	30%
B-BBEE	B-BBEE	10%

The proposal must score a minimum of 1.8 weighted average in functionality to be evaluated further on price and B-BBEE. Bids that do not meet this minimum threshold will not be evaluated further on other criteria

12. Enquiries

Should you require further information in this regard, please do not hesitate to contact the following:

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