

**REQUEST FOR SERVICES: DEVELOPMENT OF CONTENT AND
PRESENTATION OF A TECHNICAL SEMINAR ON ISA 315 (REVISED
2019)**

REF: RFQ008/2021

CLOSING DATE: 23 APRIL 2021

CLOSING TIME: 12:00



CONDITIONS FOR COMPLETING BID DOCUMENTS

If any of the following bid forms are not completed and signed or not handed in with your bid proposal with accompanying supporting documents on closing date and time, your proposal may be disqualified.

Document	Comments	Submitted? (Yes / No)
Invitation to bid	Make sure it is signed	
Profile of key staff: Qualifications, experience and expertise of the person that is accountable and responsible for the development of the material	Attach annexure or addendum	
Pricing schedule and total bid price	Attach annexure or addendum	
Tax Clearance Certificate	Certificate must be original and valid	
Vat Registration Certificate	If applicable	
Declaration of interest	Must be signed. Failure to sign will invalidate your bid.	
Certificate of Independent Bid Determination	Must be signed. Failure to sign will invalidate your bid.	
Certified copies of Company/ Close Corporation Registration Documentation	[If applicable] <ol style="list-style-type: none">1. certificate of registration,2. change of name certificate (if applicable)3. register of directors / members, and4. most current registered business address	
B-BBEE Status Confirmation	B-BBEE Certificate or B-BBEE Affidavit, as applicable	
Certified copies of identity documents	For all current shareholders / members / individuals?	
SAICA Standard General Conditions of Contract	Make sure its signed and witnessed	



INVITATION TO BID – REQUEST FOR SERVICES: DEVELOPMENT OF CONTENT AND PRESENTATION OF A TECHNICAL SEMINAR ON ISA 315 (REVISED 2019)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS t/a SAICA

RFP NAME: **DEVELOPMENT OF CONTENT AND PRESENTATION OF A TECHNICAL SEMINAR ON ISA 315 (REVISED 2019)**

RFP NUMBER: **RFQ008/2021**

CLOSING DATE: **23 April 2021** CLOSING TIME: **12:00**

BID DOCUMENTS MUST BE EMAILED:

Email : **Procurement@saica.co.za**

Address : **17 Fricker Road, Illovo**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract which will be furnished ONLY to the winning bidder.

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER FACSIMILE

TELEPHONE NUMBER

VAT REGISTRATION NUMBER

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



2. DEFINITIONS

- 2.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an entity for the provision of services, works or goods, through quotations (i.e. Request for Quotation) or advertised competitive bidding processes (i.e. tender);
- 2.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003, as amended);
- 2.5 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.6 **“Consortium (or joint venture)”** 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;
- 2.7 **“Contract”** means the agreement that results from the acceptance of a bid by an entity and shall include any schedule, drawings, patterns, samples attached to any agreement entered into and all other Schedule hereto;
- 2.8 **“Contractor(s)”** means a Bidder whose bid has been accepted by SAICA;
- 2.9 **“Cost of materials”** means the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 2.10 **“EME” (Exempt Micro Enterprise)** means any enterprise with annual total revenue of R5 million or less if being measured in terms of the Codes of Good Practice (2007), or R10 million or less if being measured in terms of Codes of Good Practice (2013).
- 2.11 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.12 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be



practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- 2.13 **“Joint Venture” or Consortium** see 2.6
- 2.14 **“Letter of Appointment”** means the written communication by SAICA to the Contractor recording the acceptance by SAICA of Contractor’s bid subject to the further terms and conditions to be itemized in the contract;
- 2.15 **“Non-firm Prices”** means all prices other than “firm” prices;
- 2.16 **“Person”** includes a juristic person;
- 2.17 **“Purchase Order(s)”** means an official order issued by SAICA for the supply of goods pursuant to a contract or bid;
- 2.18 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.19 **“SAICA”** shall mean **The South African Institute of Chartered Accountants t/a SAICA** and its joint venture companies;
- 2.20 **“Signature date”** and in relation to any contract, means the date of the letter of appointment;
- 2.21 **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.22 **“Tax Clearance Certificate”** means a tax clearance certificate issued by the South African Revenue Services (SARS) confirming that the natural or juristic person is a registered tax payer.
- 2.23 **“Termination date”** in relation to any Contractor means the date of final delivery of services, works or goods, or the final delivery certificate;
- 2.24 **“Value Add”** means that portion of the bid price not constituting the cost of materials;
- 2.25 **“Warranties”** means collectively any and all warranties listed and otherwise (if any) given by the Bidder in term of this agreement.



3. CONDITIONS OF BIDDING

Proprietary Information

- 3.1 SAICA considers this Request For Quotation (RFQ) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to SAICA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of SAICA.

Enquiries

- 3.2 All communication and attempts to solicit information of any kind relative to this RFQ should be in writing and channeled to: email address procurement@saica.co.za on or before 22 April 2021 at 16:00.
- 3.3 All the documentation submitted in response to this RFQ must be in English.
- 3.4 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by SAICA in regard to anything arising from the fact that pages are missing or duplicated.

Validity Period

- 3.5 Responses to this RFQ received from suppliers will be valid for a period of 60 days counted from the closing date of the RFQ.

Submission of RFP

- 3.6 RFP should be emailed to email address procurement@saica.co.za by 12:00 on 23 April 2021.
- 3.7 Amended bids may be emailed, together with the original bid to email address procurement@saica.co.za. An amendment bid without original bid documents will not be considered.
- 3.8 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- 3.9 Kindly note that SAICA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 3.10 SAICA reserves the right not to accept the lowest bid price of any RFQ in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to SAICA.
- 3.11 SAICA also reserves the right to award this bid to an empowerment entity or may award this bid on conditions that a joint venture with an empowerment entity is formed. This may be added to the criteria when evaluating the bids.



3.12 SAICA also reserves the right to award this bid as a whole or in part without furnishing reasons.

3.13 SAICA reserves the right to amongst other things, conduct unscheduled or schedule site visit to satisfy itself, as to the validity of the information provided on this bid documents.

Tax Clearance Certificate Requirements

3.14 It is a condition of bid that the taxes of the successful bidder **must be in order**, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

4. PREFERENCE POINTS CLAIM FORM IN TERMS OF SAICA'S PREFERENTIAL PROCUREMENT

4.1 This preference form must form part of all bids invited. It contains general information and serves as a guide to claim preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

4.2 SAICA's Preferential procurement policy will apply for all bids in accordance with the table below:

4.3 SAICA makes use of the 60/40 and 72/25 evaluation criteria on Price and B-BBEE wherein 60 and 75 points are allocated for price and 40 and 25 points are allocated for B-BBEE Level of Contribution.

4.4 SAICA may use either the 60/40 or the 75/25 for this tender proposal.

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	30*
2	20
3	10
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0



* 30 (thirty) points are allocated to a B-BBEE level 1, as per the 60/40 evaluation criteria, the remaining ten (10) will be allocated for B-BBEE bonus points as follows:

An EME or QSE which is at least 51% black owned	5 Points
An EME or QSE which is at least 51% black owned by women	5 Points

4.5 The following table must be used to allocate points for B-BBEE where the 75/25 principle applies

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	15*
2	10
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0

4.6 *The remaining ten (10) will be allocated for B-BBEE bonus points as follows:

An EME or QSE which is at least 51% black owned	5 Points
An EME or QSE which is at least 51% black owned by women	5 Points

4.7 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their **consolidated**



B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5. SUB-CONTRACTING

5.1 A person or entity awarded a contract may not sub-contract more than **25%** of the value of the contract to any other entity that does not have **an equal or higher** B-BBEE status level than the person or entity concerned.

5.2 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

5.3 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

(ii) the name of the sub-contractor?.....

(iii) Registration number

(iv) VAT registration number

(v) the B-BBEE status level of the sub-contractor?

(vi) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

6. BID EVALUATION METHOD

This bid will be evaluated as outlined in the table below:

Stage	Method of evaluation
Stage 1	Administrative responsiveness evaluation: All the proposals will be evaluated against the minimum list of returnable documents.
Stage 2	Technical evaluation: Functionality requirement: The bidder must provide a technical proposal that respond to the requirements set-out in the functionality evaluation criteria below. A Minimum score of 70% must be achieved in order to proceed to



Stage	Method of evaluation
	be evaluated on Stage 3.
Stage 3	<p>Price and Preference: Financial proposals for qualifying bidders will be opened and evaluated. Bidder's <u>pricing on either/or (60/75% weighting)</u> and <u>BBBEE certificates on (40/25% weighting)</u> will be ranked according to price and preference points from the highest to the lowest number of points scored.</p> <p>Allocation of points for price will be done according to this formula:</p> <p><i>Price Points = 60*[1 – (Price offered – Lowest price)/lowest price]</i></p> <p>Or</p> <p><i>Price Points = 75*[1 – (Price offered – Lowest price)/lowest price]</i></p>



7. SCOPE OF WORK

7.1 Overview of the Scope of Work

The RFQ is for the presentation of a Technical Seminar on ISA 315 (Revised 2019), *Identifying and Assessing the Risks of Material Misstatement* (ISA 315 (Revised 2019)) to be referred to as “ISA 315 (Revised 2019): A technical overview”. This is to be a **half day** seminar (**4 hours** presentation time), which is planned to be presented on 24 June 2021 (subject to final confirmation).

7.2 Background and context to the seminar

The IAASB established a working group that initiated a project in 2016 to update ISA 315 (Revised) *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment* (ISA 315 (Revised)), as they felt it necessary to revise and enhance specific requirements and revise and develop application material and other non-authoritative guidance to respond to issues and concerns raised. Such revisions and enhancements will address matters such as the need for ISA 315 (Revised) to:

- Not only reflect the current business and audit environment, but also be sufficiently adaptable to deal with the rapidly changing business and audit environment (in particular the increased use of technology);
- Be more effectively applied by auditors in the private and public sectors applying the standard in audits of entities of various sizes;
- Set an enhanced foundation for other standards that have more specific risk assessment requirements (such as ISA 540 and ISA 600); and
- Enhance the application of professional skepticism by auditors in framing their judgments when performing risk assessment procedures.

The IAASB also noted that while revisions to ISA 315 (Revised) are clearly necessary, feedback has also indicated that more support (such as the development of non-authoritative guidance) would be helpful to achieve the intended objectives of this project. The IAASB will firstly seek to revise and enhance the requirements so that they are robust, yet sufficiently flexible, to drive appropriate risk assessments. The IAASB will also revise and develop appropriate application and other explanatory material to be included in the revised standard. The IAASB recognizes that more specific guidance in particular circumstances (that would not be appropriate to include in a standard intended to apply to audits of all sizes) may be necessary (to be developed by the IAASB or by others (such as national auditing standard setters)). This could include, for example, guidance on using data analytics in performing risk assessments and illustrative examples of how the risk-based approach to the ISAs could be applied to audits of smaller entities. The development of additional guidance is expected to help with the implementation of the standard and will therefore help drive audit quality, which is in the public interest.



ISA 315 (Revised 2019) was approved at the September 2019 IAASB meeting and is effective for audits of financial statements for periods beginning on or after 15 December 2021.

7.3 Requirements for the seminar content (i.e. material development)

The seminar to be developed should provide practitioners with an overview of the new and revised requirements of ISA 315 (Revised 2019). This seminar is required to have a distinct focus of educating the members in terms of the new and revised requirements to enable them to apply these in performing audits.

The course outline that is submitted as part of responding to this RFQ must be sufficiently detailed and clear in terms of how the above requirements will be met in terms of the structure of the seminar, including different modules / sections, detailed topics, the inclusion of supplementary material in addition to the slides presentation and the time allocation within the overall 4-hour presentation.

Although the material developer may refer course participants to available resources, these should be limited to resources that are freely available and accessible. Extreme care must be exercised when referring to, or using material or examples from available resources and copyright must be respected at all times.

7.4 Other matters regarding scope and development requirements

The estimated hours for the review of the learning material will be based on a ratio of 5 hours for every hour of presentation. The rates applied must be in accordance with Circular 1/2020 – Guideline on Fees for Audits done on behalf of the Auditor-General South Africa (AGSA). The allocated time includes liaising and meeting with the SAICA technical team to finalise the material. A timetable in respect of the review of the learning material will be provided by the SAICA technical team and coordinated with the successful bidder.

Please note:

- The scope of work relates to the development of the learning material alone and does not include the presentation of the seminar.
- SAICA wishes to separate the engagement for material development from the engagement to present the material, although preference will be given to engage the material developer to present the seminar.

The learning material is the property of SAICA. SAICA branding will be applied to the learning material.

The supplier will be expected to deliver the following to discharge their responsibilities in terms of the contract (the completed product):

- Slides with presenter notes
 - Slides must be developed using the SAICA slides template



- The inclusion of detailed presenter notes (i.e. for purposes of talking to each slide, as well as additional background information for the presenter) is of utmost importance
- Attendee workbook which includes the following:
 - Slides presentation
 - Additional course material that accompanies the presentation (i.e. annexures) and may be in the form of notes, checklists, illustrations, examples relating to key concepts, guidance or similar supplementary material.

The material will go through a vetting process by the SAICA technical team or a suitably qualified person appointed by SAICA to ensure that it is of the right quality. The supplier will only be considered to have delivered on the contract once all the issues identified through the vetting process have been addressed to the satisfaction of the vetting team. Changes resulting from the vetting process are also expected to be covered by the development time allocation and no extra amounts will be paid to effect the changes required.

The completed product must be delivered on **21 May 2021**. Submission of a bid in accordance with this RFQ will also be deemed to be an acknowledgement that the material developer will meet the expected deadlines

7.5 Presentation of SAICA Technical Seminar on ISA 315 (Revised 2019)

- The presentation time is 4 hours (the total duration of the seminar on-site is 4.5 hours that includes a 0.5 hour refreshment break).
- This seminar has the scope as set out above.
- The presenter(s) will utilise the learning material as provided by SAICA for purposes of the presentation (including SAICA's slide deck with presenter notes and any additional course material).
- The presenter(s) must be available for a dry-run session(s) with designated staff from the SAICA technical team as may be required and determined by SAICA.
- As part of finalising the agreement, the successful bidder will be required to nominate the person(s) that will present the seminar on behalf of SAICA, subject to SAICA's approval.
- SAICA plans to present this seminar once as a live webcast event on **24 June 2021** (subject to final confirmation). The webcast recording will also be made available to our members after the seminar. The date is subject to change and will be confirmed as part of finalising the agreement with the presenter (or the presenter's organisation). Further details and logistics to be coordinated with SAICA, including that the presentation will only go ahead if a sufficient number of delegates register for the session, as determined at the discretion of SAICA's Seminars & Events division.
- The fee quoted is required to be per presentation hour. The total presentation fee to be paid will be based on the total number of presentation hours and includes all preparation required by the presenter(s) to deliver the service (i.e. no additional amounts will be paid for preparation, including any dry-run session(s)).



8. EVALUATION CRITERIA

No	Selection Criteria	Weight
1.	Qualifications, experience and expertise of the person that is accountable and responsible for the development of the material and, if applicable, the team that will be involved.	35%
2.	References (Please provide two reputable, contactable references where similar services were delivered and descriptive information of those services).	30%
3.	Course Outline (The outline should clearly demonstrate how the material developer will give effect to the topics as identified in the "Scope of work" section above, including, but not limited to, the practical application of the standards and the proposed time allocation for each module).	35%
4.	Total Score 100	100%
Minimum technical evaluation threshold :70%		



ANNEXURES

A: DECLARATION OF INTEREST BY BIDDER

RFQ Name:

RFQ ref:

1. Any legal person, including persons employed by SAICA or persons having a kinship with persons employed by SAICA, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons employed by SAICA, who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid, if it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority.
2. As a Service Provider I hereby declare that I, or and parties directly related to me (i.e. relative and friend) have a personal association with an employee at SAICA.

Name of SAICA associate	Relationship

3. As a Service Provider I hereby declare that neither I, nor any parties directly associated to myself (i.e. relative and friend) have a personal association with an employee at SAICA.

Name of representative:

Signature: Date:

Bidding Company:



B: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Document must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
4. SAICA reserves the right to:
 - (a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
5. I, the undersigned, in submitting the accompanying bid as stated below, certify that:
 - 5.1 I have read and I understand the contents of this Certificate;
 - 5.2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
 - 5.3 I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
 - 5.4 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
 - 5.5 For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



- 5.6 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 consortium will not be construed as collusive bidding.
- 5.7 In particular, without limiting the generality of paragraph 5.6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 5.8 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 5.9 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.
- 5.10 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 entity 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.

RFP name: RFP No.:

Name of representative:

Signature: Date:

Bidder: