REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE IMPLEMENTATION, MAINTENANCE AND SUPPORT FOR THE CONTINUOUS AUDITING AND MONITORING TOOL FOR A PERIOD OF THREE (03) YEARS

RFP NO.:   **NHBRC 02/2021**

CLOSING DATE: **08 JUNE 2021**

TIME: **11:00AM**

VENUE: **NHBRC HEAD OFFICE**

                  27 LEEUWKOP ROAD

                  SUNNINGHILL

                  JOHANNESBURG

COMPULSORY BRIEFING SESSION

DATE: **24 MAY 2021**

TIME: **11:00AM**

VENUE: **NHBRC HEAD OFFICE**

                  27 LEEUWKOP ROAD

                  SUNNINGHILL

                  JOHANNESBURG

1 TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

1.1 The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.

1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.

1.3 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.

1.4 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.

1.5 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.

1.6 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.

1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.

1.8 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

1.9 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

1.10 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.

1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.

1.12 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any Bidder", and as to what constitutes a "core member of a Bidder" for purposes of such approval. Any request for such approval shall be made to the NHBRC's Supply Chain Management ("SCM") in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

1.13 Briefing Session: There will be compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.

1.14 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.

1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.

1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.

1.17 The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.

1.18 Bids must only be submitted on documentation provided by the NHBRC. Late, emailed, faxed and telegraphic bids will not be considered.

1.19 The NHBRC reserves the right to accept or reject the Proposal.

1.20 RFP's shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.

1.21 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:

1.21.1   If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or

1.21.2   The Bid contains irregularities.

1.22 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.

1.23 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.

1.24 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

1.25 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2 BACKGROUND

2.1 ABOUT THE NHBRC

   2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:

   (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;

   (b) regulate the home building industry;

   (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;

   (d) establish and to promote ethical and technical standards in the home building industry;

   (e) improve structural quality in the interests of housing consumers and the home building industry;

   (f) promote housing consumer rights and to provide housing consumer information;

   (g) communicate with and to assist home builders to register in terms of this Act;

   (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;

   (i) regulate insurers contemplated in section 23 (9) (a); and

   (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

   2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 700 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite

11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

VISION
To be the Champion of the Housing Consumers.

MISSION
To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO
Assuring Quality Homes.

STRATEGY OF NHBRC
The strategy of the NHBRC is based on the following pillars:
- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

4 OBJECTIVES

4.1 The objective of procuring a continuous auditing and monitoring tool is to enhance the effectiveness of the NHBRC Internal Audit Section in providing assurance to organisation. The continuous auditing and monitoring tool will assist in reducing audit cycle times, reduce human error, review large volumes of data and provide near real time reports to business.

The service provider shall:

4.1.1 Provide, implement and support the continuous auditing and monitoring tool.

4.1.2 The service provider will be responsible for the application.

4.2 The NHBRC Responsibilities

NHBRC shall:

- Provide a secure environment for the development and production of the bespoke application within the cloud environment.
- Provide security and grant access where and when required.
- Setup of the environments as per the supplier's specifications.
- Monitor the environments using the cloud monitoring tools.
- Provide backups and DR as per agreed cycles with the business unit and supplier recommendations.
- Maintain the environments up to OS level inclusive of patches and upgrades.
- Be responsible for maintenance and support for hardware and operating systems.

5 SCOPE OF WORK

5.1 Service/product

- The service provider must provide the service/product that enables NHBRC Internal Audit business to introduce and execute continuous auditing and monitoring in the identified key business processes.
- The service provider must provide and maintain a continuous auditing and monitoring tool (software) to NHBRC for three (3) years.

Maintenance and support

5.1.1 The service provider must be responsible for the maintenance and support of the products/service for a period of three years.

5.1.2 The service provider will be responsible for the maintenance and support of the application and provide recommendations for improvement where necessary.

5.2 User Access Management

5.2.1 The system must comply with the NHBRC access management procedures, i.e. unique username and password.

5.3 Backup Procedure

5.3.1 The system must comply with the NHBRC backup management procedure.

5.4 Licence

5.4.1   The service provider must provide transferable licencing rights to the NHBRC users.

5.5 Training

5.5.1 The service provider must provide training and access to reports to a minimum of fifteen business users for the duration of the contract.

5.5.2 The service provider must offer ongoing training support to business users for the duration of the contract.

6 PURPOSE OF THE CONTRACT

6.1 The service provider will provide a continuous auditing and monitoring tool that enables the continuous auditing and monitoring to be executed in the identified key business processes.

7 IMPLEMENTATION PLAN

7.1 The service provider will be responsible for the implementation of the continuous auditing and monitoring tool.

7.2 The service provider will provide a detailed project management plan.

7.3 The service provider will implement the continuous auditing and monitoring tool in both development and production environments.

8 KEY ROLE PLAYERS NHBRC

8.1 Business

8.2 IT - BMS

8.3 Internal Audit

9 DURATION

9.1 The service provider and NHBRC will enter into a three (03) years SLA on an effective date to be determined by the parties.

10 SERVICE PROVIDER RESPONSIBILITIES

10.1 As part of the service expectation the following key elements will be required to be addressed:

- NHBRC working hours are from 8h30 to 16h30, the service provider will be required to work eight (8) hours a day.
- service provider must avail themselves as and when required by the NHBRC.
- Service provider may be required to travel to other NHBRC regional offices if required.
- Service provider will be expected to provide high quality work.
- Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- Propose other cost-effective methods of delivering continuous auditing and monitoring tool to the NHBRC, including response to queries within a 24hour turnaround time.

Service Provider Responsibility:

- Develop the product within the two (2) environments.
- The product must run on Windows Server 2019 or when applicable higher.
- Development must adhere to the Azure cloud-based principles and architecture.
- The database should preferably be MS SQL.
- Access levels to the application and database must be controlled using Active Directory (AD).
- Access permissions within the application functionality can be controlled within the application and integrated with AD.
- NHBRC is licensed for POWER BI and AI and development of the product may utilise these products.
- The supplier will provide maintenance and support for the application and database layer inclusive of break fixes within the prescribed SLA turnaround times.
- Application upgrade and support includes changes should security and adherence to cloud principles require this.
- The supplier will be responsible for the release management of updates and fixes in line with the NHBRC Change Management process.

11   FUNCTIONAL EVALUATION CRITERIA

11.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
1. Number of years rendering Continuous Auditing and monitoring tool/software and support	At least five (05) years' experience company has been providing Continuous Auditing and monitoring tool/software and support. Company profile must clearly indicate the number of years in business providing Continuous Auditing and monitoring software and support.
2. Contactable Client references	At least five (05) contactable references where the continuous auditing and monitoring software was successfully implemented.
3. Functionality	Bidder must comply with continuous auditing and monitoring process.
4. Demos	Demonstration of the continuous auditing and monitoring tool/software's abilities and functionality.

Proposals with functional/technical points that are less than minimum threshold of 70 points will be eliminated from further evaluation.

12   ELIMINATION CRITERIA

12.1 Proposals that do not meet the stipulated conditions of the NHBRC will be eliminated.

13   REPORTING

13.1 The report format will be agreed upon between the service provider and NHBRC Audit Manager.

13.2 The service provider shall provide monthly, quarterly, and annual reports to management.

14   TRACK RECORD

14.1 A complete list of the five (5) most recent projects that were successfully completed within continuous auditing signed off by the accounting officer or his/her delegated is required.

15   TECHNICAL DATA TO BE SUBMITED BY BIDDER

15.1 General Information

    15.1.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in continuous auditing and the Service Provider is expected to provide proof of expertise.

15.2 Requisites of the Service Provider:

    15.2.1   A detailed proposal:

- Understanding of terms of reference.
- Quality Assurance measures (process and control).
- Methodology/process to successfully deliver the Continuous Auditing and monitoring Tool.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Detailed Pricing Schedule (Refer to Annexure B for pricing schedule as attached on this document

    Summary of projects executed and completed.

15.3 Documents to be submitted:

    15.3.1   The most recent five (5) projects, similar projects the bidder has completed. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel	Name of Project
1.						
2.						
3.						
4.						
5.						

Name of project:

Name of Client:

Client Contact Details

  Contact person:

  Role in Project:

  Contact Tel No:

  Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

Note: Please attach a reference letter from the client indicating successful completion of the project as per the client's brief.(Excluding the NHBRC)

15.3.2   Expertise and experience of key personnel

15.3.3   The successful service provider will be required to provide the expertise, qualifications and experience to successfully deliver the Continuous Auditing and monitoring Tool.

15.3.4   Suitably qualified and experienced technical personnel should be assigned to this project. Please complete a summary detail of the main Project Team in the format shown below:

NO	PROPOSED PROJECTS TEAM		
	Full Name	**Key Area of Specialization**	**Years of Experience in the industry**
1.			
2.			
3.			
4.			

*Please attach recently (last 6 months) certified copies of academic qualifications.

Note, in addition please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications and experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

16 TECHNICAL AND PRICE EVALUATION CRITERIA

16.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:

16.1.1 Stage 1: Compliance check of Mandatory Requirements;

16.1.2 Stage 2: Functional Evaluation Criteria

16.1.3 Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Mandatory Requirements

All mandatory documents as per the SCM Mandatory Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

	DOCUMENTS TO BE SUBMITTED		
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.		Valid B-BBEE Status Level or Certified Copy/Sworn affidavit signed by the Commissioner of Oaths.	
2.	X	SBD1 (Invitation to bid, Make sure it is completed signed).	
3.	X	SBD 3.1 - Pricing Schedule (Firm Price)	
4.	X	Annexure B Pricing schedule (including a detailed costing breakdown of all costs and escalation per annum	
5.	X	SBD 4 (Declaration of interest, Make sure it is completed and signed).	
6.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not).	
7.	X	SBD 8 Declaration of Bidder's past supply chain management practices should be completed and signed.	
8.	X	SBD 9 (Certificate of independent bid determination, Make sure it is completed and signed)	
9.	X	Bidders must comply with complete continuous auditing and monitoring tool/software functionality on Annexure A	

10.		CSD/Central Supplier Database supplier number Report	
11.		General Conditions of the contract (GCC).	

Stage 2: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of Stage 1 will be invalidated or disqualified from the process

The Bidders information will be scored according to the following points systems:

The following values and formulae will be applicable when evaluating the bid

Member score for criteria

_____   X Weight per criteria = Total Score per criteria

Highest points for criteria

5=Excellent   4=Very good   3= Good   2= Average   1= Poor   0= Non-compliance

Item No	Evaluation Criteria	Description	Weight (%)
1	Number of years providing continuous auditing monitoring tool/software and support**.**	At least five (05) years' experience the company has been providing Continuous Auditing and monitoring software and support. Company profile must clearly indicate the number of years in business providing Continuous Auditing and monitoring tool/software and support. **Bidder Experience** 0 Years' Experience = 0 Points 1 Year Experience = 1 Point 2 Years' Experience = 2 Points 3 Years' Experience = 3 Points 4 Years' Experience = 4 Points 5 Years' Experience and more = 5 Points	10
2.	Client References	The service provider must provide five (5) positive written contactable references indicating Continuous Auditing and monitoring tool and support was successfully implemented. **The reference letters from the clients of a bidder must include:** • Company name • Company letterhead • Contact person and contact telephone numbers • The letter must be signed by a duly authorised person	40

Item No	Evaluation Criteria	Description			Weight (%)
		Bidders Reference Letters 0 Reference Letters = 0 Points 1 Reference Letters = 1 Point 2 Reference Letters = 2 Points 3 Reference Letters = 3 Points 4 Reference Letters = 4 Points 5 Reference Letters and more = 5 Points			
3.	**Functionality**	**No.**	**Continuous Auditing and monitoring tool/software functional requirements** **NB: For below points, the supplier will score 0 or 5 as each point has a weight of 2**	**Score**	**50**
		1.	Capable of developing analytics to be scheduled and executed by a dedicated centralized data analytics team or department.		
		2.	Capable of providing continuous auditing and monitoring of transactions.		
		3.	Automatic recording of functions performed by users.		
		4.	Graphical overview of functions performed per project.		
		5.	Capability to automate functions for future use (scripting etc.)		
		6.	Capability to extract data in a non-invasive manner, not impacting the performance of production systems and reliability of data in systems used in business processes.		
		7.	Capable to extract data from different software environments including ERP systems, i.e. SAP (as well as ERP systems/ Internally developed application).		
		8.	Enables reading of different records formats and file structures.		
		9.	Enables reading of standard PC formats e.g. MS Excel		
		10.	Enables reading of PDF and Print Report files		
		11.	Enables indexing, sorting, merging and linking of files.		

Item No	Evaluation Criteria	Description		Weight (%)
		12. Enables filtration conditions and selection criteria.		
		13. Enables sampling, stratification and frequency analysis.		
		14. Perform tests of details of transactions and balances.		
		15. Enables gap detection.		
		16. Enables duplicate detection including fuzzy duplicates.		
		17. Possess extensive library of functions to be used in the analysis of data.		
		18. Use of built-in functions for character, date, time and mathematical operations.		
		19. Simplified interface for user.		
		20. Interactive visualization for summarizing and presenting data.		
		21. Contain a secure history log / repository of all the source of analysis projects.		
		22. Built-in Help function for the user including access to additional resources / videos / webinars.		
		23. Able to handle large amounts of data.		
		24. Provide the capability of recording steps executed in the analysis of the data for: a) Audit evidence. b) Replaying steps. c) Creating scripts to be run without human intervention.		
		25. The continuous auditing and monitoring tool should be able to: a) Export results of analysis to multiple formats which include: Microsoft Excel. b) Distribute results via an electronic mail facility.		

The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points. Top three bidders on price and preference points system will be invited to present a live demo of their software and no points will be allocated for that.

Stage 3: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score **(70 points)** for **Stage 2 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations,2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

$$P_S = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	80/20
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

17 RFP SUBMISSION INSTRUCTIONS

17.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

18 AVAILABILITY OF THE RFP DOCUMENT

18.1 Bid documents can be downloaded on the NHBRC Website (**www.nhbrc.org.za/current-tenders**) from the **16 May 2021**

18.1 There will be compulsory briefing session that will be held on the **24 May 2021 at 11h00am** at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG.

19 RFP CLOSING DATE

19.1 Bid documents should be marked for Attention: Supply Chain Manager and deposited into the Bid boxes at the NHBRC Natinal Office, 27 Leeuwkop Road, Sunninghill on or before the **08 June 2021 at 11h00.** No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the bid number and the full name of the service provider.

19.2 No late submissions will be accepted.

20 VALIDITY PERIOD OF BIDS

20.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

21 ENQUIRIES SHOULD BE DIRECTED TO BOTH

21.1 The administrative enquiries may be directed to:

Department: Supply Chain Management
Contact Person: Ms. Paballo Relela / Mr. Bernard Kekana
E-mail address: Tenders@nhbrc.org.za

22 SUBMISSIONS OF PROPOSALS

22.1 Submission of bid MUST include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original)** envelope and deposited into the Bid box.

22.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is   accepted.

Annexure - A Continuous Auditing and monitoring tool/software and support requirements – Minimum Requirements

Bidders are required to complete and must comply with all Annexure A- below

No.	Software functional requirements	Yes / No
1.	Capable of developing analytics to be scheduled and executed by a dedicated centralized data analytics team or department.	
2.	Capable of providing continuous auditing and monitoring of transactions.	
3.	Automatic recording of functions performed by users.	
4.	Graphical overview of functions performed per project.	
5.	Capability to automate functions for future use (scripting etc.)	
6.	Capability to extract data in a non-invasive manner, not impacting the performance of production systems and reliability of data in systems used in business processes.	
7.	Capable to extract data from different software environments including ERP systems. ERP systems/ Internal development application	
8.	Enables reading of different records formats and file structures.	
9.	Enables reading of standard PC formats e.g. MS Excel	
10.	Enables reading of PDF and Print Report files	
11.	Enables indexing, sorting, merging and linking of files.	
12.	Enables filtration conditions and selection criteria.	
13.	Enables sampling, stratification and frequency analysis.	
14.	Perform tests of details of transactions and balances.	
15.	Enables gap detection.	
16.	Enables duplicate detection including fuzzy duplicates.	
17.	Possess extensive library of functions to be used in the analysis of data.	
18.	Use of built-in functions for character, date, time and mathematical operations.	
19.	Simplified interface for user.	
20.	Interactive visualization for summarizing and presenting data.	
21.	Contain a secure history log / repository of all the source of analysis projects.	
22.	Built-in Help function for the user including access to additional resources / videos / webinars.	
23.	Able to handle large amounts of data.	
24.	Provide the capability of recording steps executed in the analysis of the data for: a) Audit evidence. b) Replaying steps. c) Creating scripts to be run without human intervention.	
25.	The continuous auditing and monitoring tool should be able to: a) Export results of analysis to multiple formats which include: Microsoft Excel. b) Distribute results via an electronic mail facility.	

ANNEXURE B: Pricing Schedule

YEAR	PRICE	TOTAL COST (INCL. VAT) OVER THREE (03) YEARS
Year 1	**Development**	
Total Year 1	Total Costs	
Year 2	**Maintenance and support**	
Total Year 2	Total Costs	
Year 3	**Maintenance and Support**	
Total Year 3	Total Costs	
Total for 3 years including VAT		