



REQUEST FOR PROPOSALS

APPOINTMENT OF AN AUDIT FIRM TO PROVIDE AUDIT SERVICES TO THE COLLABORATIVE AFRICA BUDGET REFORM INITIATIVE (CABRI) BID NUMBER: CABRI.01.2023

Closing Date

Friday, 25 January 2023 at 10H00

Delivery Address

Attention: Procurement Division
Southdowns Ridge Office Park
Block F Unit FF02B
Corner John Vorster and Nellmapius Drive
Irene
0062

Please note that we require 3 hardcopies and 1 softcopy of the proposal (electronic copy)

Email softcopies to:

Ms Jade Naidoo
Tel: 060 9955381
Email: jade.Naidoo@cabri-sbo.org



SUBJECT:

APPOINTMENT OF AN AUDIT FIRM TO PROVIDE AUDIT SERVICES TO THE COLLABORATIVE AFRICA BUDGET REFORM INITIATIVE (CABRI)

INSTRUCTIONS TO BIDDERS:

PARTICIPATION

Participation in tendering is open on equal terms to natural and legal persons either participating in a group or individually.

CLARIFICATION MEETING / SITE VISIT

All relevant information in respect of the date and time for such a meeting/site visit will be communicated to the successful bidder (if applicable).

OPENING OF TENDERS

The opening of tenders will take place at CABRI's offices on 25th January 2022 at 10:00 am. Tenders will be examined to determine if all the requisite information and guarantees have been furnished.

EVALUATION OF BIDS

Bids will be evaluated on technical ability as well as price as per clause 5 on page 2 of the terms of [reference](#).

Commented [JN1]: AS WELL AS PRICE

FINANCIAL ARRANGEMENTS

Costs incurred in preparing the tender proposals will be the bidders' responsibility.

SIGNATURE OF CONTRACT AND PERFORMANCE GUARANTEE

The successful bidder will be informed in writing that their tender has been accepted. In the pursuance of contracting service providers, CABRI adheres to professional, ethical, and transparent procurement processes with support for free enterprise and competition.

The tender process shall be in accordance with basic principles identified as international best practices in the field of procurement that are set out hereunder:

- Transparency;
- Non-discrimination;
- Absence of conflict of interest and
- Best value for money – adherence to this principle entails that the contract will be awarded to the bidder who, in terms of the specific evaluation criteria set forth in the tender, is most advantageous. This may not necessarily be the bidder with the lowest price for services rendered but the bidder with the best balance of quality and price.



CANCELLATION OF TENDER

The Secretariat reserves the right to cancel the tender and all bidders will be notified in writing of the cancellation.

PLEASE FIND ENCLOSED THE FOLLOWING DOCUMENTS:

1. Terms of Reference
2. Certificate of Competence
3. Proposed audit fee breakdown
4. Supplier application form
5. Ownership of business form