



## Telkom Tenders

### RFP 00022-2014 TO PROVIDE NON-STATUTORY AUDIT SERVICES INCLUDING ASSURANCE AND ADVISORY SERVICES

Publish Date : 14 April 2014  
 Closing Date : 25 April 2014  
 Time : 11:00  
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 Document Cost : R50  
 Method of Payment : **Cash Only** for purchase at the Tender office. In the event of payment at a TDS (Telkom Direct Shop) the original proof of payment to be submitted on collection.

#### Description:

### BID TO PROVIDE NON-STATUTORY AUDIT SERVICES INCLUDING ASSURANCE AND ADVISORY SERVICES

#### 1. Pre-Qualification Criteria (Phase 1)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the closing date of this RFP, the Respondent must have a valid SARS Tax certificate. A valid SARS certificate must be attached to the tender response.	<b>VALID ORIGINAL SARS TAX CERTIFICATE</b>  <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that a valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
The following required documentation to be properly completed, signed and submitted by a Respondent.	<b>PRO FORMA AUTHORITY FOR SIGNATORY</b>	Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached. Failure to submit an original signed document and all documents as



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		requested in the template will result in disqualification from the tender process
	<b>DECLARATION BY RESPONDENT</b> <i>(Respondent agrees to and unconditionally accepts tender conditions)</i>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	<b>TELKOM LEGAL TERMS AND CONDITIONS FOR CONSULTANCY SERVICES</b>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	<b>DECLARATION OF INTEREST</b>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	<b>SUPPLIER'S CODE OF CONDUCT</b>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	<b>TAXATION QUESTIONNAIRE AND DECLARATION</b>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).



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		Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	<b>PREVENTION OF FRAUD &amp; CORRUPTION QUESTIONNAIRE</b>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
The bidders official offices must be within a 100 km radius from Telkom Head Office in Pretoria at 152 Johannes Ramokhoase Street (formally known as Proes Street)	<b>PROOF OF OFFICE ADDRESS</b>	Please submit an original or a certified copy (which needs to be certified by a commissioner of oath as being a true copy of the original) of a Utility bill/ services invoice which indicate the office's physical street address. Failure to submit an original or certified copy of the document requested will result in disqualification from the tender process
The bidder must provide Telkom with proof of a valid Registration with a professional body as applicable to the category and service type for which they are bidding	<b>VALID REGISTRATION WITH A PROFESSIONAL BODY</b>	Please submit a certified copy (which needs to be certified by a commissioner of oath as being a true copy of the original) of the Registration with the applicable professional body. Failure to submit an original or certified copy of the document requested will result in disqualification from the tender process
The bidder must provide Telkom with proof of Professional Indemnity Insurance of at least R5 million	<b>CONFIRMATION OF PROFESSIONAL INDEMNITY INSURANCE</b>	Please submit a certified copy (which needs to be certified by a commissioner of oath as being a true copy of the original) of the Insurance Company as proof of professional Indemnity of at least R5 million and it must be on the letter head of the Insurance company, Failure to submit a certified copy of the document requested will result in disqualification from the tender process



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### 2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)  
Lower ground floor of Telkom Tower South,  
179 Johannes Ramokhoase Street (formally known as Proes Street),  
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**  
Contact details: **(012) 311 3364**

### 3. Closing Date for Questions related to RFP 00022-2014: 17 April 2014 at 11:00