



19 February 2023

Our ref:

RFP UJ 04/2023: APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for the Appointment of a Service Provider to Render Internal Audit Services for a Period of Three Years, as set out in the Specification document.

Your proposal must be in accordance with the Instructions for Tenderers and the Specification document. The Evaluation Criteria and mandatory RFP bid documents will only be provided to service providers who attend the compulsory virtual tender briefing session.

It is the responsibility of all Service Providers to ensure that their tender is submitted not later than the appointed date and time. All tenders must be submitted via the UJ Web Link provided below:

UJ Tender Web Submission Link: <https://www.uj.ac.za/Pages/tender.aspx>

Tender Number and Description: RFP UJ 04/2023: Appointment of a Service Provider to Render Internal Audit Services for a Period of Three Years

Compulsory Virtual Tender Briefing: 27 February 2023 @ 10:00, MS Teams.

- + Service Providers who would like to attend the compulsory tender briefing must send an email to craffie@uj.ac.za, in order to receive the MS Teams meeting link.
- + Only Service providers who attend the compulsory briefing session will receive the mandatory UJ RFP documents to tender

Tender Closing Date: 9 March 2023 at 12:00pm (UJ Web Link)

Please acknowledge receipt of this Invitation to tender and confirming your intention to submit a proposal as requested quoting the tender ref to the email address below.

Any questions or comments must be forwarded to craffie@uj.ac.za using ref RFP UJ 04/2023 on the subject line. The closing date for questions is 2 March 2023 at 12:00pm

Very Important:

- The **RFP document** must be read, signed, completed, and returned with all requested documentation.
- The **pricing schedule** must be completed in its entirety.
- Please ensure that all **mandatory documentation** which are specified in the **RFP document** as well as in the **specification and evaluation criteria** documents are submitted with your proposals.
- All documents **MUST** be submitted electronically, using the link provided.
- No email submissions and no late submissions will be accepted.
- All communication REGARDING THIS TENDER, must be sent to the Tender Office craffie@uj.ac.za.

Documents provided:

Invitation letter to External Stakeholders interested in participating in the tender process with all relevant dates.

1. Specification document - provided
2. Pricing schedule - provided
3. Mandatory RFP Document – will be provided after the compulsory briefing session.
4. Evaluation Criteria – will be provided after the compulsory briefing session.
5. Mandatory Annexure G – ST&Cs – will be provided after the compulsory briefing session.
6. Mandatory UJ Supply Agreement – will be provided after the compulsory briefing session.
7. Instruction on how to upload your tender - will be provided after the compulsory briefing session.

Yours faithfully

Mrs C Raffie

CRaffie