

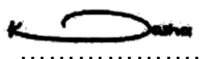
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| ENGINEERING COUNCIL OF SOUTH AFRICA                                                                                                                                |                      | <br>ENGINEERING COUNCIL OF SOUTH AFRICA |
| REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF A SUITABLY QUALIFIED FIRM FOR THE PROVISION OF EXTERNAL AUDIT SERVICES OF THE COUNCIL FOR A PERIOD OF FIVE (5) YEARS |                      |                                                                                                                            |
| UNIQUE IDENTIFIER: ECSA/RFP02/2026                                                                                                                                 | Date: 21 August 2026 |                                                                                                                            |

**(PRIVATE & CONFIDENTIAL) REFERENCE NUMBER: ECSA/RFP02/2026**

**ISSUE DATE:** 21 August 2026

**SUBMISSION CLOSING/DUE DATE:** 14 September 2026

Approved by:



Ms. Francina Moleleman

Chairperson: Bid Specification Committee

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EXTERNAL AUDIT SERVICES FOR A PERIOD OF FIVE YEARS**

## **1. BACKGROUND**

- 1.1. The Engineering Council of South Africa (“ECSA”) is a statutory body established by section 2 of the Engineering Profession Act, Act 46 of 2000 (EPA). ECSA's primary role is the regulation of the engineering profession in terms of the EPA. Its core functions are the accreditation of engineering programmes, registration of persons as professionals and in specified categories, maintenance of registration through Continuing Professional Development (CPD), and the regulation of the conduct of registered persons.

## **2. The ECSA mandate**

- 2.1. ECSA operates within the ambit of the Built Environment Professions. ECSA is a creature of statute, with its mandate anchored in the EPA. The EPA mandates ECSA to, interalia
  - 2.1.1. Register engineering practitioners in Council-approved categories;
  - 2.1.2. Determine and impose fees and charges, including registration fees, application fees, annual fees, and appeal fees;
  - 2.1.3. Conduct accreditation visits to education institutions and to grant, refuse or withdraw programme accreditation;
  - 2.1.4. Establish mechanisms and minimum standards for, amongst others, registration.
- 2.2. To achieve these objectives ECSA must have the internal capabilities and competencies and attract and retain skills and motivated employees.

## **3. PURPOSE AND OBJECTIVES OF THE BID**

- 3.1. The purpose of this bid is to appoint a suitable independent External Audit Service Provider, to provide independent audit opinion on the financial statements and performance information of ECSA Management; Audit, Risk and Compliance (ARC) Committee; and the Council.

## **4. SCOPE OF THE PROJECT**

- 4.1. Perform an external audit of the financial statements in accordance with the International Standards on Auditing and applicable legal and regulatory requirements. The primary deliverables will be an auditor's opinion expressed in a written auditor's report on the financial statements concerned, as well as communicating with those charged with governance throughout the audit process, in writing to management, the ARC Committee and Council. The scope of the audit comprises the following:
  - 4.1.1. Conduct the Regulatory Audit for ECSA in line with applicable and relevant external audit standards, procedures, and processes on the:
    - 4.1.1.1. Financial Statements.
    - 4.1.1.2. Compliance with all applicable laws and regulations.
    - 4.1.1.3. Information system
- 4.2. Review of the ECSA Annual Integrated Report in line with the International <IR> Framework.
- 4.3. Maintain independence and objectivity from ECSA in accordance with the Independent Regulatory Council for Auditors Code of Professional Conduct for Registered Auditors (IRBA Code) and other independence requirements applicable to performing external audits in South Africa.
- 4.4. Comply to other ethical responsibilities in accordance with the IRBA Code of Professional Conduct for Registered Auditors, and in accordance with other ethical requirements applicable to performing external audits in South Africa.
- 4.5. Continuously communicate with ECSA, involving Management, the ARC Committee and Governing Council regarding, among other matters, the planned scope and timing of the Regulatory Audit and external audit findings, including any significant deficiencies in internal control.

4.6. This will include scheduling of meetings, written communications, including the final management report.

4.6.1. preparation of the audit report.

4.6.2. any additional audit requirements as agreed between the parties from time to time; and

4.6.3. a description of the auditor's quality control system in order to ensure that the firm and its personnel comply with professional standards and applicable legal and regulatory requirements, and that reports issued by the firm or engagement partners are appropriate in the circumstances.

4.7. The following deadlines are applicable each year:

4.7.1. Engagement Letter, Audit Strategy and budget to be discussed and presented to Management, and to ARC Committee for approval to the relevant meeting to be communicated by ECSA in line with the Business cycle.

4.7.2. Interim Regulatory Audit to be performed.

4.7.3. The final Regulatory Audit to be performed in line with business cycle, with planning executed timeously.

4.7.4. Audited financial statements to be available for submission to the Audit, Risk and Compliance Committee in July and for approval by the ECSA Governing Council during the same period.

#### **4.8. Capacity and Experience**

4.8.1. Total number of audit staff and staff that provide audit related services in the following categories: Directors/Partners, Senior manager, manager, specialists and other audit team members.

4.8.2. Provide up to date CVs of all the roles as indicated in paragraph 6.2. The CVs should indicate at a minimum the level (supervisor, manager, etc.), qualifications and experience.

### **5. LOCALITY**

5.1. Only bidders operating within the Gauteng Province shall be eligible to submit proposals under this Request for Proposal (RFP).

### **6. CONTRACT DURATION**

6.1. Five years, subject to the annual AGSA concurrence as outlined in Public Audit Act Regulations on Audits by Auditors in Private Practice.

### **7. EVALUATION AND SELECTION CRITERIA**

7.1. ECSA has set minimum standards that prospective bidders must meet in order to be evaluated and selected as a successful bidder. The proposals received will be evaluated in different phases to arrive at the final phase of the award, and the phases will be as follows:

7.1.1. Administrative Criteria (Phase 1) - Prospective bidders (s) must submit all required minimum and mandatory documents.

7.1.2. Technical Evaluation Criteria (Phase 2) - The proposed resource(s) must meet the minimum functionality points as outlined. - Prospective bidders (s) will be evaluated out of eighty-one (81) points during Technical Evaluations and the minimum threshold of fifty-seven (57) must be achieved.

7.1.3. Price and BBB-EE evaluation Criteria (Phase 3)

## 7.2. Roles

| Position                                            | Minimum Qualification                                                  |
|-----------------------------------------------------|------------------------------------------------------------------------|
| Partner/Director                                    | CA (SA)                                                                |
| Senior Manager                                      | CA (SA)                                                                |
| Auditor Manager                                     | NQF 8                                                                  |
| Senior Auditor Manager/Assistant Manager/Supervisor | NQF 7                                                                  |
| Specialist / Expert                                 | Applicable Professional qualification / membership with relevant field |
| Other Audit team members                            | NQF 7                                                                  |

## 8. MINIMUM ADMINISTRATIVE REQUIREMENTS – PHASES

### 8.1. Administrative Requirements (Phase 1):

8.1.1. *Note: In this phase all proposals received will be verified for compliance and completeness of the submitted documents per the below set of mandatory requirements. Prospective bidders who fail to comply with the below requirements will be eliminated and prospective bidders who comply with the below will progress to the next phase of technical evaluation.*

| Appendix Number   | Description of Appendix                                                                | Requirement                                                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appendix A</b> | <ul style="list-style-type: none"> <li>Proof of Gauteng residence</li> </ul>           | <ul style="list-style-type: none"> <li>Copy of a municipal utility bill (not older than 3 months) or</li> <li>Copy of a lease agreement or property ownership document or</li> <li>Business registration certificate reflecting a Gauteng address</li> </ul> |
| <b>Appendix B</b> | <ul style="list-style-type: none"> <li>Standard Bidding Forms</li> </ul>               | <ul style="list-style-type: none"> <li>SBD 4 – Service provider`s disclosure</li> </ul>                                                                                                                                                                      |
| <b>Appendix B</b> | <ul style="list-style-type: none"> <li>Company registration documents</li> </ul>       | <ul style="list-style-type: none"> <li>CIPC certificate</li> </ul>                                                                                                                                                                                           |
| <b>Appendix C</b> | <ul style="list-style-type: none"> <li>Tax clearance and B-BBEE certificate</li> </ul> | <ul style="list-style-type: none"> <li>A valid tax</li> <li>A valid B-BBEE certificate or sworn affidavit</li> </ul>                                                                                                                                         |
| <b>Appendix D</b> | <ul style="list-style-type: none"> <li>Company Profile</li> </ul>                      | <ul style="list-style-type: none"> <li>Company profile indicating experience in relevant services</li> </ul>                                                                                                                                                 |
| <b>Appendix E</b> | <ul style="list-style-type: none"> <li>Bank Confirmation Letter</li> </ul>             | <ul style="list-style-type: none"> <li>Bank Confirmation Letter</li> </ul>                                                                                                                                                                                   |
| <b>Appendix F</b> | <ul style="list-style-type: none"> <li>Pricing Schedule</li> </ul>                     | <ul style="list-style-type: none"> <li>A completed pricing schedule</li> </ul>                                                                                                                                                                               |

|                   |                                                                               |                                                                                                                                          |
|-------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                               | as per Annexure A                                                                                                                        |
| <b>Appendix G</b> | <ul style="list-style-type: none"> <li>SAICA membership - partners</li> </ul> | <ul style="list-style-type: none"> <li>SAICA membership for the relevant partners and directors proposed for the audit.</li> </ul>       |
| <b>Appendix H</b> | <ul style="list-style-type: none"> <li>SAICA membership - Company</li> </ul>  | <ul style="list-style-type: none"> <li>The bidders shall operate an audit firm that is registered with SAICA.</li> </ul>                 |
| <b>Appendix I</b> | <ul style="list-style-type: none"> <li>IRBA membership- Partners</li> </ul>   | <ul style="list-style-type: none"> <li>IRBA membership for the relevant partners and directors proposed for the audit in good</li> </ul> |
| <b>Appendix J</b> | <ul style="list-style-type: none"> <li>IRBA membership - Company</li> </ul>   | <ul style="list-style-type: none"> <li>The bidder must be IRBA registered and in good standing.</li> </ul>                               |

## 8.2. Technical evaluation point allocation (Phase 2):

- 8.2.1. Only prospective bidder(s) that have met the Administrative Criteria in Phase 1 will be evaluated in Phase 2. Technical Evaluation will be out of 81 points.
- 8.2.2. Prospective bidder(s) that achieve a minimum threshold of 57 points out of 81 points for technical capabilities will proceed to Phase 3.
- 8.2.3. The allocation of points for technical evaluation is set out in the Table below:

| No. | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Evidence | Max Weight |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 1   | <p><b>Understanding the business</b> – Experience and expertise in providing similar services to businesses within professional services also demonstrating an understanding of the environmental issues faced by the auditee and emerging industry trends sector.</p> <p>Please provide a minimum of three reputable, <b>contactable references where services were provided in GRAP compliant entities. Reference questionnaire should not be older than three years for the services rendered. The questionnaire (Annexure B) must be completed in full:</b></p> <p>No separate reference letters are required. The questionnaire is the sole submission document.</p> <ul style="list-style-type: none"> <li>• <b>Demonstrate experience with 4 contactable references for professional body or regulatory body (9 points)</b></li> <li>• <b>Demonstrate experience with 3 contactable references for professional body or regulatory body (6 points)</b></li> <li>• <b>Demonstrate experience with 2 contactable references for professional body or regulatory body (3 points)</b></li> <li>• <b>Demonstrate experience with 1 contactable references for professional body or regulatory body (1 point)</b></li> </ul> |          | 9          |
| 2   | <p><b>Technical and General Approach</b></p> <p>As a minimum the auditor must demonstrate all the following points in a report:</p> <ul style="list-style-type: none"> <li>• Their methodology, scope of work and value add throughout the audit process is clearly defined. <b>(3 points)</b></li> <li>• Sufficient senior partner involvement and commitment from the firm to provide the services required. <b>(1 point)</b></li> <li>• Clear arrangements regarding the direction, supervision and review of the engagement work. <b>(2 points)</b></li> <li>• How the firm ensures that appropriate consultation takes place on difficult or contentious matters (technical, ethical and other matters). <b>(1 point)</b></li> <li>• How the firm maintains a high-level of quality control, independence, and objectivity. <b>(3 points)</b></li> <li>• The extent to which the team is proactive and continuously improves their service. <b>(1 point)</b></li> </ul>                                                                                                                                                                                                                                                  |          | 11         |

| No. | Evaluation Criteria                                                                                                                                                                                                           | Evidence | Max Weight |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 3   | <b>Capability, knowledge and experience of the Lead Partner</b>                                                                                                                                                               |          | 12         |
|     |                                                                                                                                                                                                                               |          |            |
|     | <ul style="list-style-type: none"> <li>Above 15 years' experience demonstrating appropriate qualification, skills and experience in external audit <b>(12 points)</b></li> </ul>                                              |          |            |
|     | <ul style="list-style-type: none"> <li>Above 12 to 14 years' experience demonstrating appropriate qualification, skills and experience in external audit. <b>(8 points)</b></li> </ul>                                        |          |            |
|     | <ul style="list-style-type: none"> <li>10 to 12 years' experience demonstrating appropriate qualifications, skills and experience in external audit. <b>(5 points)</b></li> </ul>                                             |          |            |
|     | <ul style="list-style-type: none"> <li>Less than 10 years' experience demonstrating appropriate qualifications, skills and experience in external audit. <b>(0 points)</b></li> </ul>                                         |          |            |
|     | <b>Senior Audit Manager to be assigned to the Audit must:</b>                                                                                                                                                                 |          |            |
| 4   | <ul style="list-style-type: none"> <li>Have the necessary competence and capabilities, collectively, to perform the audit engagement in accordance with the ISAs and applicable legal and regulatory requirements,</li> </ul> |          | 8          |
|     | <ul style="list-style-type: none"> <li>More than 12 Demonstrating appropriate qualification, skills and experience - 12 in external audit <b>(8 points)</b></li> </ul>                                                        |          |            |
|     | <ul style="list-style-type: none"> <li>8-11 years' - Demonstrating appropriate qualification, skills and experience - 12 in external audit <b>(6 points)</b></li> </ul>                                                       |          |            |
|     | <ul style="list-style-type: none"> <li>Less than 8 years demonstrating appropriate qualification, skills and experience - in external audit - <b>(0 points)</b></li> </ul>                                                    |          |            |
| 5   | <b>Audit Manager to be assigned to the Audit must:</b>                                                                                                                                                                        |          | 8          |
|     | <ul style="list-style-type: none"> <li>Have the necessary competence and capabilities, collectively, to perform the audit engagement in accordance with the ISAs and applicable legal and regulatory requirements,</li> </ul> |          |            |
|     | <ul style="list-style-type: none"> <li>More than 8 years' experience demonstrating appropriate qualifications, skills and experience in external audit <b>(8 points)</b></li> </ul>                                           |          |            |
|     | <ul style="list-style-type: none"> <li>6-7 years' experience demonstrating appropriate qualification, skills and experience in external audit <b>(6 points)</b></li> </ul>                                                    |          |            |
|     | <ul style="list-style-type: none"> <li>Less than 6 years' experience demonstrating appropriate qualification, skills and experience in external audit - <b>(0 points)</b></li> </ul>                                          |          |            |
| 6   | <b>Expert / Specialist for the assignment:</b>                                                                                                                                                                                |          | 8          |
|     | <ul style="list-style-type: none"> <li>More than 8 years' experience demonstrating appropriate qualifications, skills and experience in external audit <b>(8 points)</b></li> </ul>                                           |          |            |
|     | <ul style="list-style-type: none"> <li>Less than years' experience demonstrating appropriate qualification, skills and experience in external audit - <b>(0 points)</b></li> </ul>                                            |          |            |
| 7   | <b>Other Audit Team Members</b>                                                                                                                                                                                               |          | 5          |
|     | <ul style="list-style-type: none"> <li>More than 5 years' experience in the area of expertise <b>(5 points)</b></li> </ul>                                                                                                    |          |            |
|     | <ul style="list-style-type: none"> <li>3 to 5 years' experience supported by relevant qualifications <b>(3 points)</b></li> </ul>                                                                                             |          |            |
|     | <ul style="list-style-type: none"> <li>Less than 3 years' experience <b>(2 point)</b></li> </ul>                                                                                                                              |          |            |
| 8   | <b>Quality control</b>                                                                                                                                                                                                        |          | 20         |
|     | <ul style="list-style-type: none"> <li>Confirmation that the firm applies ISQC 1 and also in the process of implementation of ISQM 1 and accordingly maintains a comprehensive system of quality control</li> </ul>           |          |            |

|  |                                                                                                                                                                                                                                                                                                                                                                              |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>A summary in relation to the audit firm's monitoring of its quality control policies and procedures, including notes on its most recent internal reporting with respect to conclusions drawn from its monitoring procedures and, where relevant, key deficiencies identified, and steps taken to address such deficiencies</li> </ul> |  |  |
|  | <ul style="list-style-type: none"> <li>A summary of the outcome of the most recent IRBA firm inspection and inspection of the engagement partner to be assigned to this engagement, in terms of the nature of any significant deficiencies and the steps taken to address such deficiencies</li> </ul>                                                                       |  |  |
|  | <ul style="list-style-type: none"> <li>A summary of any legal or disciplinary proceedings currently pending or concluded within the last three years (and the outcome) instituted against the firm or the engagement partner to be assigned to this engagement</li> </ul>                                                                                                    |  |  |
|  | <ul style="list-style-type: none"> <li>Any other audit quality indicators that the firm wishes to share as part of this submission</li> </ul>                                                                                                                                                                                                                                |  |  |
|  | <ul style="list-style-type: none"> <li>Most recent IRBA report with no material <b>(20 points)</b></li> </ul>                                                                                                                                                                                                                                                                |  |  |
|  | <ul style="list-style-type: none"> <li>Material deficiencies with Adequate quality <b>(10 points)</b></li> </ul>                                                                                                                                                                                                                                                             |  |  |
|  | <ul style="list-style-type: none"> <li>Material deficiencies with Less than 0 points adequate quality control measures applied <b>(0 points)</b></li> </ul>                                                                                                                                                                                                                  |  |  |

### 8.3. Price and BBEE (Phase 3)

8.3.1. All bidders that qualify after the Technical evaluation (phase 2) will be evaluated using the 80/20 principle for price and BBEE.

## 9. PRICING SCHEDULE

9.1. Note to bidders: Where there is more than one (1) individual required to execute the audit on an expenditure item description (e.g. partner, manager, etc.); the rate per hour on the table shall be an average whilst the hours shall represent the total hours required by all individuals involved. The bidders may provide additional supporting tables with details of the individuals and costs to clarify the breakdown of costs proposed.

### 9.2. Minimum Required Technical Threshold

9.2.1. Service Providers will be required to meet a minimum of 57 points to be considered further for B-BBEE and pricing evaluation.

### 9.3. Pricing Schedule – Methodology

9.3.1. Detailed costing aligned to the deliverables must be submitted.

9.3.2. Pricing should be inclusive of all cost levels and quoted Including VAT.

- 9.3.3. The bidder is required to provide the proposed audit fees for the full scope of the audit for price comparison purposes per annum for five (5) years. Although the contract is for a period of five (5) years, the process is subject to an annual Auditor General of South Africa (AGSA) concurrence process as indicated above.

#### 9.4. Annexure A – Pricing Schedule

| Item Description                                      | Rate per hour | HOURS | Cost (Inc. VAT) |
|-------------------------------------------------------|---------------|-------|-----------------|
| Partners/Directors                                    |               |       |                 |
| Senior Manager                                        |               |       |                 |
| Audit Manager                                         |               |       |                 |
| Senior Auditor / Manager/Assistant Manager/Supervisor |               |       |                 |
| Expert / Specialist                                   |               |       |                 |
| Other Audit Team Members (Please specify)             |               |       |                 |
|                                                       |               |       |                 |
|                                                       |               |       |                 |
| <b>Total audit fees</b>                               |               |       |                 |

| Breakdown of applicable disbursements                                 |                 |
|-----------------------------------------------------------------------|-----------------|
| Cost element                                                          | Rate (Inc. VAT) |
| Accommodation & Meals                                                 |                 |
| Flights                                                               |                 |
| Car Hire                                                              |                 |
| Kilometer rate                                                        |                 |
|                                                                       |                 |
|                                                                       |                 |
| Sub-total of costs for the audit of Year One (1)                      |                 |
| Sub-total of costs for the audit of Year Two (2)                      |                 |
| Sub-total of costs for the audit of Year Three (3)                    |                 |
| Sub-total of costs for the audit of Year Four (4)                     |                 |
| Sub-total of costs for the audit of Year Five (5)                     |                 |
| <b>Gross-total proposed audit fees for a period of five (5) years</b> |                 |

## 10. LIABILITY

- 10.1. The successful prospective bidder shall be liable to ECSA for any direct damages and/or losses incurred by ECSA due to failure by the prospective bidder to perform its obligations in the manner required by the Service Level Agreement signed by the parties.
- 10.2. The successful prospective bidder shall further be liable to ECSA for all indirect and consequential or special damages and/or losses suffered by ECSA as a result of gross negligence, willful misconduct, a breach of confidentiality provisions stipulated in the signed Service Level Agreement between the parties, breach of applicable laws, infringement of a third party's intellectual property rights, or a criminal act committed by the prospective bidder or any employees of the prospective bidder .

## **11. PROSPECTIVE BIDDER'S OWN TERMS AND CONDITIONS OR BID QUALIFICATIONS**

- 11.1. This document contains the terms and conditions of this bid, and prospective bidders must not modify / qualify the specifications or come up with their own terms and conditions. ECSA reserves the right to disqualify a bid which seeks to modify or depart from the specified conditions.

## **12. PREPARATION COSTS**

- 12.1. The prospective bidder will bear all its costs in preparing, submitting, and presenting any response to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing ECSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the prospective bidders in the preparation of their response to this bid.

## **13. INDEMNITY**

- 13.1. If a prospective bidder breaches the conditions of this bid and, as a result of that breach, ECSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the prospective bidder indemnifies and holds ECSA harmless from any and all such costs which ECSA may incur and for any damages or losses ECSA may suffer.

## **14. LIMITATION OF LIABILITY**

- 14.1. A prospective bidder participates in this bid process entirely at its own risk and cost. ECSA shall not be liable to compensate a prospective bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the prospective bidder's participation in this bid process.

## **15. TAX COMPLIANCE**

- 15.1. No bid shall be awarded to a prospective bidder whose tax affairs are not in order. ECSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful prospective bidder in the event that it is established that such prospective bidder was in fact not tax compliant at the time of the award. ECSA reserves the right to cancel a contract with a successful prospective bidder in the event that such prospective bidder does not remain tax compliant for the full term of the contract.

## **16. CONFIDENTIALITY**

- 16.1. Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a prospective bidder's submission will be disclosed by any bidder or other person not officially involved with ECSA' examination and evaluation of a tender/ bid.
- 16.2. Throughout this bid process and thereafter, prospective bidders must secure ECSA' written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.
- 16.3. No confidential information relating to the process of evaluating or adjudicating tenders or appointing a prospective bidder will be disclosed to a prospective bidder or any other person not officially involved with such process.

## **17. INTELLECTUAL PROPERTY**

- 17.1. ECSA retains ownership of all Intellectual Property rights in the bid/ tender information documents that form part of this RFP. Prospective bidders will retain the Intellectual Property rights in their bid/ tender responses, but grant ECSA the right to make copies of, alter, modify, or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

## **18. TERMS & CONDITIONS OF THE APPLICATION**

- 18.1. ECSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to appoint or not to appoint any of the Service Providers.
- 18.2. ECSA may request clarification or further information regarding any aspect of the prospective bidder. The prospective bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the prospective bidder may be disqualified.
- 18.3. The Bid and supporting documents shall be submitted strictly in accordance with the instructions given in these ToR's.
- 18.4. All prices quoted must be VAT inclusive. ECSA will not provide upfront payments.

## **19. BID SUBMISSION**

The Bid/ proposal must be emailed to [ECSA-TENDERS@ECSA.CO.ZA](mailto:ECSA-TENDERS@ECSA.CO.ZA) by no later than **12H00** on **14September 2026**.

- 19.1. Do not send submissions to email addresses other than [ecsa-tenders@ecsa.co.za](mailto:ecsa-tenders@ecsa.co.za)
- 19.2. The completed bid must be attached to the email, any text included in the body will not be evaluated.
- 19.3. The email subject should clearly indicate the name of the service provider and the bid reference number. If amending a submission, the title of the email should also include the word amendment.
- 19.4. Example: Company ABC, ECSARFP022026
- 19.5. Example: Company ABC, Amendment to ECSARP022026
- 19.6. If the submission is larger than 20 MB, please zip the folder to reduce size, and or submit in parts referencing each submission accordingly.
- 19.7. Where a response is not submitted at the time of the bid closing date, such submission will not be evaluated.
- 19.8. Submissions must be made in PDF format only; no editable documents will be accepted.
- 19.9. PDF documents submitted must not be protected.
- 19.10. Failure to adhere to the above submission rules may lead to disqualification.

ECSA is entitled to amend any application condition, validity period, specification, or extend the return date of such an application before the closing date. All applicants to whom the application documents have been issued will be advised in writing of such amendment or of extensions, promptly.

## **20. RETENTION OF APPLICATIONS**

- 20.1. All applications submitted shall become the property of ECSA. ECSA will make all reasonable efforts to maintain applications in confidence. Proprietary information should be identified in each application.

## **21. CANCELLATION AND RE-INVITATION OF BIDS**

- 21.1. The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

## **22. VENDOR COMMUNICATIONS**

- 22.1. During the application period, communication between applicants and ECSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, applications, presentations, demonstrations etc., must be in English.
- 22.2. All questions concerning the Application must refer to the Application page number, section, and paragraph. All questions and correspondence must only be directed at the authorized ECSA Application Representatives, listed below:

### **22.3. General Enquiries:**

- Supply Chain Management: Ms. Nthabiseng Somoro
- Telephone number:(011) 607 9534
- Email address: nthabiseng@ecsa.co.za