



## REQUEST FOR PROPOSAL (RFP)

The Motor Industry Bargaining Council (MIBCO) is inviting qualified service providers to submit proposals for the  
***FORENSIC AUDIT OF ITS MEMBERSHIP AND SYSTEM AND  
VERIFICATION OF MEMBERSHIP AUDIT***

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RFP Number: 2026\02

Date issued: **16** February 2026

Deadline for Brief Questions/Session: **26** February 2026

Closing date for submission of bids: **16** March 2026

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## **1. INTRODUCTION AND BACKGROUND**

The Motor Industry Bargaining Council (MIBCO) is a registered entity established in accordance with the Labour Relations Act, with the primary mission of fostering peace and stability within the South African Motor Industry. The Council's membership comprises employer parties, currently the Retail Motor Industry Organisation (RMI) and the Fuel Retailers Association (FRA), as well as employee parties, namely the Motor Industry Staff Association (MISA) and the National Union of Metalworkers of South Africa (NUMSA).

In terms of Section 49(3) of the Labour Relations Act No. 66 of 1995, Bargaining Councils are required to demonstrate to the Department of Employment and Labour (Registrar) that they are representative of all relevant Employers and Employees within their registered scope. This representativeness depends on the membership figures of the employer organizations and trade unions affiliated with the Council.

Annually, MIBCO is mandated by the Registrar to verify its membership data, which is maintained and managed through its operational system, Sales Logix. While the verification process has been conducted internally by MIBCO's in-house audit team for the past three years, the upcoming process for 2026 necessitates an independent verification conducted by a reputable external audit firm.

The Forensic Audit and Verification of Membership Audit are critical for ensuring the integrity, transparency, and accountability of the MIBCO. By conducting these audits, the Council can protect its financial resources, ensure fair representation of its Parties, and maintain the trust of its stakeholders.

## **2. STATEMENT OF WORK**

### **2.1 Purpose**

- Appoint a reputable external audit firm to conduct a verification and forensic audit of MIBCO Party's membership and the Sales Logix (SLX) system, ensuring members are not removed without the Party's consent and that compliance with applicable legislation is maintained.
- identify defects within its membership system (i.e., assess system vulnerabilities),
- compliance with legislation regarding union membership and resignation process, and
- compliance with MIBCO's representativeness in terms of section 49(3) of the Act as prescribed by the Registrar; and
- Provision of recommendations to address identified weaknesses

### **2.2 Scope of Work**

The appointed external audit firm will conduct the following audits:



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- A forensic audit to review union changes, assess system vulnerabilities, and verify compliance with processes and legislation regarding union membership resignations, and provide recommendations to address identified weaknesses.
- Membership Verification Audit for party seat allocations.

### 2.3 Methodology and Approach

The appointed should outline a detailed methodology and approach for conducting the audit, including:

- **Audit Plan:** A detailed plan outlining the scope of work, the audit procedures to be performed, and the timeline for completion.
- **Data Analysis Techniques:** The specific data analysis techniques to be used, such as statistical analysis, data mining, and trend analysis.
- **Interview Protocols:** The protocols to be followed for conducting interviews with Council staff, parties, and other individuals.
- **Reporting Standards:** The reporting standards to be followed, including the format and content of the audit reports.

### 2.4 Data Environment Clarification

The following is an estimate of the membership data environment, intended to guide the expected data volume involved in conducting these audits:

- As of 6th February 2026, the total number of Employers is 23,455, and the total number of Employees is 310,827.
- The period to be reviewed is 30 June 2026 (membership verification audit) and 01 January 2018 (forensic audit on membership and its system).
- Access rights for viewing and data extracts (i.e., reporting) will be granted. The system access Form will be completed before the commencement of both verification and forensic activities

### 2.5 Expected Deliverables and Timelines

The appointed service provider will be required to:

- **Orientation:** Attend (i.e., physically) the orientation organised by the MIBCO internal audit Team.
- Perform the audits as stated above in the scope of work, which includes:
  - **Forensic Audit of Membership** – investigate potential fraud, irregularities, system vulnerabilities, or other misconduct related to MIBCO's membership.
  - **Data Collection and Review** – gathering all relevant membership data from the MIBCO's records and any other documentation related to membership.
  - **Membership Verification and Validation.**
- **Reporting and Recommendations:** Compile all findings in both audits and prepare a detailed report summarising the findings of the:



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- Forensic Audit Membership Report – include summary of evidence gathered, the analysis performed, and the conclusions reached, and recommendations for addressing any identified fraud or misconduct.
- Verification Audit Report – includes data analysis (i.e., summary of data collected and reviewed); verification results and recommendations (i.e., improvements in accuracy and integrity of MIBCO’s membership records.
- Perform close meeting sessions with the MIBCO Internal Audit Manager to provide an update on work progress.
- Present the report to the relevant key stakeholders in a clear format that facilitates discussion around the next steps.
- Payment will be linked to the achievement of agreed milestones and deliverables, as outlined in the final Service Level Agreement.
- The forensic audit of the membership and its system is expected to be completed within six (6) weeks, with an anticipated start date of **04 May 2026**. This timeline may be adjusted depending on the final appointment and contracting date.
- The verification and validation of membership is expected to be completed within six (6) weeks. Estimated to start **01 July 2026**.

### **3. SUBMISSION OF PROPOSAL**

3.1 In the assessment of submissions, consideration will be given to company profile (i.e., relevant skills), demonstrated capabilities, and general experience on similar assignments.

3.2 MIBCO will award the contract to a qualified Bidder(s) whose Proposal is determined to be the most advantageous to MIBCO, taking into consideration the technical (functionality) solution, price, and B-BBEE.

3.3 The following **mandatory** documentation must be submitted with your Proposal:

- A completed and signed attached **Annexure A** – Conflict of Interest and Independence declaration Form.
- Copy of the company registration certificate.
- Original valid Tax Clearance Certificate or Letter of Good Standing from SARS.
- Evidence to support BEE status. For *Large Enterprises* and *Qualifying Small Enterprises (QSE)*. This shall be in the form of a valid BEE Certificate produced by a SANAS-approved verification agency. For Exempted Micro Enterprise (EME), sufficient evidence of qualification is an auditor’s certificate, or a similar certificate issued by an accounting officer or verification agency.

***Failure to provide the above may result in the automatic disqualification of the Proposal based on non-responsiveness.***

#### **3.4 Bid price**

The bid price should provide a detailed cost outlining the fees for the audit, including:

- **Hourly Rates:** The hourly rates for each member of the audit team.
- **Estimated Hours:** The estimated number of hours to be spent on each audit (i.e., verification and forensic).
- **Expenses:** Any anticipated expenses, such as travel and data processing.
- **Total Fees:** The total fees for the audit.
- Amounts quoted above should be inclusive of VAT.

#### 4. DEADLINE FOR SUBMISSION

- 4.1 A Proposal can be submitted in an electronic format with a clear subject line: **“Request for Proposal for Forensic Audit of its membership and system and Verification of Membership Audit”** by emailing [Dan.Mkwanazi@mibco.org.za](mailto:Dan.Mkwanazi@mibco.org.za) by no later than **16 March 2026**.

#### 5. REJECTION OF PROPOSALS

- 5.1 Proposals submitted after the deadline will be rejected.
- 5.2 No application will be considered unless it complies with the conditions set out in this RFP. MIBCO reserves the right to accept or reject any application received.

#### 6. EVALUATION PROCESS

- 6.1 All Proposals will be evaluated by an evaluation team for functionality, price, and B-BBEE.
- 6.2 Based on the results of the evaluation process, MIBCO will approve the awarding of the contract to the successful Bidder.
- 6.3 Proposals with functionality points of less than the pre-determined minimum percentage of 80% shall be eliminated after the functionality phase and will not be evaluated for price and B-BBEE.
- 6.4 The functionality evaluation criteria will be based on the following:

Item	CRITERIA FOR THE EVALUATION OF FUNCTIONALITY	MAXIMUM OBTAINABLE POINTS
1.	<p><b><u>Interpretation of Scope</u></b></p> <p><b>Technical/functionality:</b></p> <p>1.1 The Bidder must have <i>extensive experience</i> as stated in para. 2 of this RFP in conducting:</p> <p>1.1.1 Membership Verification Audit</p> <p>1.1.2 Forensic Audit on membership and its system</p>	<b>60</b>
2.	<p><b><u>Company Experience</u></b></p>	<b>15</b>

Item	CRITERIA FOR THE EVALUATION OF FUNCTIONALITY	MAXIMUM OBTAINABLE POINTS
	<b>Proven track record</b> of completing membership verification and forensic audit projects, supported by client testimonials. Please provide up to <b>three (3) contactable reference letters from clients</b> for whom similar work has been completed within the past 3 years. These reference letters should be on the client's official letterhead, signed, and dated.	
3.	<p><b><u>Capacity and Expertise</u></b></p> <p>3.1 <b>Professional Certifications:</b> The bidder must provide the Curriculum Vitae (CVs) of relevant staff assigned to the project. CVs of team members in the project must contain the following minimum years of working experience and qualifications, which must be proven by providing <b>relevant qualifications and professional certificates</b> [Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or other relevant certifications], <b>attached to the CVs.</b></p> <p>3.2 <b>Knowledge:</b> In-depth knowledge of relevant labour laws, regulations, and best practices.</p> <p>3.3 <b>Skills:</b> Strong analytical, investigative, and communication skills</p> <p>3.4 <b>Independence:</b> The auditor must be independent and free from any conflicts of interest.</p>	25
	<b>TOTAL</b>	<b>100</b>

- 6.5 The 80/20 preference point system will be used, where 80 points will be dedicated to price and 20 points to B-BBEE status.
- 6.6 In terms of activities in the Preferential Procurement element of the scorecard, MIBCO will calculate its score based on code series 500 of the ICT Sector Code.
- 6.7 Only enterprises with a B-BBEE status level four and below will be considered.
- 6.8 Based on the overall performance of an enterprise using the scorecard, it receives one of the following B-BBEE statuses:

RECOGNITION LEVEL PER BEE CONTRIBUTOR		
B-BBEE Status	Qualification	B-BBEE recognition level
Level One	100 points or more	135%
Level Two	95 points or more but less than 100 points	125%
Level Three	90 points or more but less than 95 points	110%



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Level Four	80 points or more but less than 90 points	100%
Level Five	75 points or more but less than 80 points	80%
Level Six	70 points or more but less than 75 points	60%
Level Seven	55 points or more but less than 70 points	50%
Level Eight	40 points or more but less than 55 points	10%
Non-Complaint	Less than 40 points	0%

**7. SUB-CONTRACTING**

- 7.1 A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Proposal that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 7.2 A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

**8. VALIDITY PERIOD OF PROPOSAL**

Each Proposal shall be valid for a minimum period of three (3) months, calculated from the closing date.

**9. AWARD OF CONTRACT**

- 9.1 The contract will be awarded to an enterprise that scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 9.2 Appointment as a successful Bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement within a mutually agreed date after a provisional appointment date, MIBCO reserves the right to appoint, or not appoint, the Bidder who was rated second, and so on.
- 9.3 The successful bidder will be required to sign a Confidentiality and Data Protection Agreement and must ensure compliance with the Protection of Personal Information Act (POPIA). No membership data may be shared with third parties without prior written approval from MIBCO.

**10. BRIEF SESSION/QUESTIONS REGARDING THE RFP**

- 10.1 A brief session is arranged virtually to gain a better understanding of the scope. This meeting is scheduled for **26 February 2026** at 12 pm, and an invite will be



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forwarded to interested Bidders. An invitation request must be made to Mr. Dan Mkwanazi at [Dan.Mkwanazi@mibco.org.za](mailto:Dan.Mkwanazi@mibco.org.za), and the meeting link will be forwarded to you.

10.2 Prospective Bidders may submit any questions or requests for further information/clarification on this RFP to Mr. Dan Mkwanazi at [Dan.Mkwanazi@mibco.org.za](mailto:Dan.Mkwanazi@mibco.org.za) with “Request for Proposal for Verification of Membership Audit and Forensic Audit of its Membership and System” submitted no later than **26 February 2026**. Questions received after this date will not be entertained.

## 11. TERMS AND CONDITIONS

### 11.1 MIBCO RESERVES THE RIGHT TO

- amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments on time.
  - Verify any information contained in a Proposal.
  - Request documentary proof regarding any tendering issue.
  - vary, alter, and/or amend the terms of this RFP at any time before the finalisation of its adjudication hereof.
  - Award the contract to an enterprise that has strong B-BBEE credentials in terms of current B-BBEE legislation.
  - Award the tender to an enterprise that is a joint venture with a black-empowered company.
  - appoint one or more Bidders, separately or jointly (whether they submitted a joint proposal).
  - award this RFP as a whole or in part; cancel or withdraw this RFP as a whole or in part without furnishing reasons and without attracting any liability.

## 12. DISCLAIMER

MIBCO has produced this RFP in good faith; however, we do not warrant its accuracy or completeness. To the extent that MIBCO is permitted by law, MIBCO will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP due to any misinterpretation of this RFP. This RFP is a request for proposals only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of a proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. MIBCO makes no representation, warranty, assurance, guarantee, endorsement to a tenderer concerning the RFP, whether concerning its accuracy, completeness, or otherwise, and MIBCO shall have no liability towards the tenderer or any other party in connection therewith.