



basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATION ON THE FOLLOWING SUPPLY OF GOODS , SERVICES AND OR WORKS**

<b>QUOTATION REQUEST No:</b>	RFQ23168	<b>CLOSING DATE:</b>	28/04/2023 @12h00
<b>QUOTATION REQUESTED BY</b>	Ms Lerato Ledwaba	<b>INVITATION DATE:</b>	20/04/2023
<b>TELEPHONE NUMBER</b>	012 357 3145	<b>CENTRAL EMAIL</b>	dberfq@dbe.gov.za
<b>QUOTATION DESCRIPTION :</b> Appointment for a Professional Service Provider (PSP) to conduct External Quality Assessment to the Department of Basic Education (DBE) Internal Audit Activity (IAA)			

**SPECIFICATION**

<b>COMMODITY:</b>	<b>QTY:</b>
Appointment for a Professional Service Provider (PSP) to conduct External Quality Assessment to the Department of Basic Education (DBE) Internal Audit Activity (IAA) (SEE TERMS OF REFERENCE ATTACHED)	1

**DELIVERY POINT:** 222 Struben Street, Pretoria, 0001

**EXPECTED DATE OF DELIVERY:**

Detailed quotation must be on a Company Letterhead and must be attached to this Request (RFQ document) together with completed: SBD1, SBD4 and SBD6.1.		
Quotation validity		Days
Acceptance of this quotation is through receipt of a duly authorised and signed Purchase Order on Form: 82/8062 (Z577) or Z492 (82/7860)		
It is acknowledged that late quotations are not considered.		

**Method to be used to calculate points for specific goals**

**For procurement transactions with a rand value up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable:**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	<b>Bidders must submit any of the documents below:</b> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration; <b>OR</b></li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA); <b>OR</b></li> <li>• Medical Certificate</li> </ul>		
Youth	6	DBE will utilise CSD Report to validate points claimed		
<b>Total Points</b>	<b>20</b>			

**NOTE: DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.**

<b>NAME OF SERVICE PROVIDER</b>				
<b>REPRESENTED BY</b>				
<b>SIGNATURE</b>				
<b>CSD NUMBER</b>	MAAA			
<b>PHSICAL ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELL PHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>EMAIL ADDRESS</b>				

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ23168	CLOSING DATE:	28/04/2023	CLOSING TIME:	12:00
DESCRIPTION	Appointment for a Professional Service Provider (PSP) to conduct External Quality Assessment to the Department of Basic Education (DBE) Internal Audit Activity (IAA)				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SENT VIA EMAIL TO: DBERFQ@dbe.gov.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	LERATO LEDWABA		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
TELEPHONE NUMBER	012 357 3145		CONTACT PERSON	Ms E Mmola	
FACSIMILE NUMBER			TELEPHONE NUMBER	012 345 3869	
E-MAIL ADDRESS	Ledwaba.e@dbe.gov.za		FACSIMILE NUMBER		
			E-MAIL ADDRESS	Mmola.e@dbe.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
(Proof of authority must be submitted e.g. company resolution)

.....

DATE: .....

.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to



preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

##### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers:**

1. **The tenderer must indicate how they claim points for each preference point system.**
2. **Allocation of points will be prorated as per percentage of ownership of each goal**
3. **DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	<b>Submit any of the documents below:</b> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration; <b>OR</b></li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDSA); <b>OR</b></li> <li>• Medical Certificate</li> </ul>		
Youth	6	DBE will utilise CSD Report to validate points claimed		
<b>Total Points</b>	<b>20</b>			

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	.....
DATE:	.....
ADDRESS:	.....
	.....
	.....
	.....
	.....

**TERMS OF REFERENCE: APPOINTMENT FOR A PROFESSIONAL SERVICE PROVIDER (PSP) TO CONDUCT EXTERNAL QUALITY ASSESSMENT TO THE DEPARTMENT OF BASIC EDUCATION (DBE) INTERNAL AUDIT ACTIVITY (IAA).**

**1. AIM OF THE PROJECT**

IAA require independent professional service provider to conduct external quality assessment to determine whether IAA is in conformance with the International Standards for the Professional Practice of Internal Auditing(Standards), the Definition of Internal Auditing and internal auditors apply the Code of Ethics. The recommendations from this assessment will be used to improve the internal audit processes and its controls.

**2. BACKGROUND**

According to Treasury Regulation 27.2.6 Internal audit must be conducted in accordance with the Standards set by the Institute of Internal Auditors (IIA).

IIA Standard 1300 state that “the Chief Audit Executive (Head of Internal Audit) must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity”. And IIA Standard 1310 state that “the quality assurance and improvement program must include both internal and external assessments”.

IIA Standard 1312 state that “external assessments must be conducted at least every five years by a qualified, independent reviewer or review team from outside the organisation.

External quality assessment is necessary for DBE IAA to improve its internal auditing processes and controls as for continuous improvement.

**3. SCOPE OF WORK**

3.1 Appointed PSP will be required to assess the following:

- (a) Compliance of internal audit activity with the Standard,

- (b) Quality and supervision of audit work performed,
- (c) Review the internal audit policies and procedures to verify if they adhere and are aligned to the Standard,
- (d) The value the internal audit activity adds to the organization, and
- (e) The establishment and achievement of key performance indicators.

3.2 External quality assessment will be based on the audit work completed and any other related information requested, and the PSP is expected to conduct and complete within two (2) months after appointment.

#### 4. DELIVERABLES AND TIMEFRAMES

5.1 To execute above mentioned services properly, the PSP or Staff assigned need to be:-

- (a) Independent and objective, which means they must have not conducted an audit in the last two (2) years for the department which may impair Independence.
- (b) Accredited by the Institute of Internal Auditors South Africa as an Internal Audit Quality Assurer.
- (c) Experienced in conducting quality assurance and improvement program in public sector.

5.2 The following documents need to be provided by the PSP for evaluation purposes:

- (a) Company profile
- (b) Assessor's qualifications and professional certifications
- (c) Assessor's curriculum vitae

5.3 PSP will use its methodology which must align with the IIA Standards to conduct external quality assessment.

5.4 The professional service provider must present the external quality assessment report to the Chief Audit Executive (CAE) and the report to include among other information the improvements, best practices, findings, conclusion and recommendations.

5.5 The professional service provider must provide the costing of service to be rendered with the team to be involved for a total of **320 hours** of the project. The hours should be shared for the planning, execution, review and reporting. The

costing must be indicated on the pricing schedule (Annexure A) attached to the bid documents.

## **5. BRIEFING SESSION**

Briefing session will not be applicable.

## **6. BIDDING REQUIREMENTS**

6.1 The bidders must comply with the following mandatory requirements:

- 6.1.1. Bidders must provide a total cost for the required service inclusive of VAT and the price should be fixed for the full duration of the project.
- 6.1.2. Alteration of the Standard Bidding Documents (SBD forms) will lead to disqualification.

**Bidders who do not comply with all of the above mandatory requirements will be disqualified.**

6.2 The bidders must comply with the following administrative requirements:

6.2.1 Return all the fully completed and signed attached SBD forms (SBD1, SBD4 and SBD6.1). All bids must be submitted on the official forms (not to be re-typed). Any alteration to the bidding (SBD) forms will lead to immediate disqualification.

**6.2.2. Bidding as a Consortium or Joint Venture must provide the following information and documents:**

- (a) Agreement signed by nominated members of both/ all consortium or joint venture partners;
- (b) State the leading company;
- (c) Completion, signing and submission of all bidding (SBD) forms separately (per company within the consortium/ joint venture;

**6.2.3 Bidders who bid with an intention of subcontracting certain tasks must provide the following information:**

State the name of the Subcontract Company and percentage to be subcontracted.

## 7 EVALUATION CRITERIA

The following table presents the evaluation criteria, weights and method of calculation (using maximum scores):

Criteria	Sub-criteria	Maximum Points
Quality Assurance Assessor Manager Qualification	<b>Submit copy of Quality Assurance Assessor Manager Qualification</b> <ul style="list-style-type: none"> <li>▪ Postgraduate qualification in Auditing/ Accounting/Forensic Investigation or equivalent = 20</li> <li>▪ B. Comm in Auditing/ Accounting/Forensic Investigation or equivalent = 15</li> <li>▪ Diploma in Auditing/ Accounting/Forensic Investigation or equivalent = 10</li> <li>▪ Higher certificate in Auditing/ Accounting/Forensic Investigation or equivalent = 5</li> <li>▪ Other relevant certificate = 3</li> <li>▪ No qualification certificate = 0</li> </ul>	20
Senior Assessor Qualification	<b>Submit copy of Senior Assessor Qualification</b> <ul style="list-style-type: none"> <li>▪ Postgraduate qualification in Auditing/ Accounting/Forensic Investigation or equivalent = 15</li> <li>▪ B. Comm in Auditing/ Accounting/Forensic Investigation or equivalent = 10</li> <li>▪ Diploma in Auditing/ Accounting/Forensic Investigation or equivalent = 8</li> <li>▪ Higher certificate in Auditing/ Accounting/Forensic Investigation or equivalent = 5</li> <li>▪ Other relevant certificate = 3</li> <li>▪ No qualification certificate = 0</li> </ul>	15
Quality Assurance Assessor Manager Certification	<b>Submit copy of Quality Assurance Assessor Manager Certification</b> <ul style="list-style-type: none"> <li>▪ Certified Internal Audit and Internal Audit Accreditation for Quality Assessment = 15</li> <li>▪ Certified Internal Audit/ Chartered Accountant / Certified Information System Audit / Certified Fraud Examiners/ Other relevant Institute of Internal Audit Certification = 10</li> <li>▪ Other relevant certification = 2</li> <li>▪ No certification = 0</li> </ul>	15
Senior Assessor Certification	<b>Submit copy of Senior Assessor Certification</b> <ul style="list-style-type: none"> <li>▪ Certified Internal Audit and Internal Audit Accreditation for Quality Assessment = 10</li> </ul>	10



	<ul style="list-style-type: none"> <li>▪ Certified Internal Audit/ Chartered Accountant / Certified Information System Audit / Certified Fraud Examiners/ Other relevant Institute of Internal Audit Certification = 5</li> <li>▪ Other relevant certification = 2</li> <li>▪ No certification = 0</li> </ul>	
Experience of Quality Assurance Assessor Manager	<p>CV of Quality Assurance Assessor Manager indicating experience in similar projects</p> <p><b>Submit Curriculum Vitae (CV)</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years on quality assurance and improvement program in the internal auditing field = 20</li> <li>▪ 8 to 9 years on quality assurance and improvement program in the internal auditing field = 15</li> <li>▪ 5 to 7 years on quality assurance and improvement program in the internal auditing field = 10</li> <li>▪ 2 to 4 years on quality assurance and improvement program in the internal auditing field = 5</li> <li>▪ 0 to 1 year on quality assurance and improvement program in the internal auditing field = 2</li> </ul>	20
Experience of Senior Assessor	<p>CV of Senior Assessor indicating experience in similar projects</p> <p><b>Submit Curriculum Vitae (CV)</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years on quality assurance and improvement program in the internal auditing field = 10</li> <li>▪ 8 to 9 years on quality assurance and improvement program in the internal auditing field = 8</li> <li>▪ 5 to 7 years on quality assurance and improvement program in the internal auditing field = 6</li> <li>▪ 2 to 4 years on quality assurance and improvement program in the internal auditing field = 4</li> <li>▪ 0 to 1 year on quality assurance and improvement program in the internal auditing field = 2</li> </ul>	10
Company references	<p><b>Prospective bidders must attach signed reference letters on Company Letterhead</b></p> <ul style="list-style-type: none"> <li>▪ 3 reference letters on quality assurance and improvement program in the internal auditing field = 10</li> <li>▪ 2 reference letters on quality assurance and improvement program in the internal auditing field = 5</li> <li>▪ 1 reference letter on quality assurance and improvement program in the internal auditing field = 3</li> <li>▪ No reference letters on quality assurance and improvement program in the internal auditing field = 0</li> </ul>	10
<b>Total</b>		100

The minimum threshold to be scored is 70 points and only PSP who meet the minimum score will be evaluated further in terms of 80/20 preference system where 80 points will be used for price only and 20 points are used for the specific goals.

### Price and Preference Points System

This RFQ will be evaluated in terms of the 80/20 preference point system where 80 points will be used for price only and 20 points for specific goals (refer to attached SBD 6.1 form).

The following formula will be used for the calculation of points for price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of accepted bid under consideration

$P_{\min}$  = Rand value of lowest acceptable bid

Bidders are required to submit proof of the specific goals in order to claim preference points. Non-submission of documents required will lead to a bidder scoring zero (0) for preference points.

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination on the basis of being:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate claimed points	Number of points claimed (80/20 system)  (To be completed by the tenderer)	Percentage (%) ownership per specific goals  (To be completed by the tenderer)
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system)  (To be completed by the tenderer)	Percentage (%) ownership per specific goals  (To be completed by the tenderer)
Disability	1	<p>Submit any of the documents below:</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration; OR</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA); OR</li> <li>• Medical Certificate</li> </ul>		
Youth	6	DBE will utilise CSD Report to validate points claimed		
<b>Total Points</b>	<b>20</b>			

**NOTE:** Allocation of points will be prorated as per percentage of ownership of each goal. DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.

## 8 PAYMENT

Payment of invoice will be processed after issuing, first the draft external quality assessment report, 60% of the total cost and then the balance of the payment will be paid after the final external quality assessment report.

## **9 CONDITIONS**

External quality assessment file (electronic and hardcopies) will become the property of the DBE.

## **10 CONTACT DETAILS**

Enquiries for this RFQ should be made in writing to [tenders@dbe.gov.za](mailto:tenders@dbe.gov.za)

## PRICING SCHEDULE: INTERNAL AUDIT EXTERNAL QUALITY ASSESSMENT

Team Members required	Rate per hour	Hours	Total Offer
1 x Quality Assurance Assessor Manager		100	
1 x Senior Assessor		220	
		320 hours	
Sub Total			
Vat @ 15%			
Grand Total			

**NB: Duration of the project is a total of 320 hours**