

# Erratum

**Change: pricing  
adjusted to remove  
annual costing and  
bidders to provide  
hourly rates only.  
No other changes  
effected.**

## REQUEST FOR QUOTATION

<b>YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICES</b>	
<b>RFQ REFERENCE:</b>	<b>RFQ – CO-SOURCED INTERNAL AUDIT SERVICES</b>
<b>CLOSING DATE AND TIME:</b>	<b>15<sup>th</sup> July 2025 at (11:00) am</b>
<b>RFQ VALIDITY PERIOD</b>	<b>30 days (Commencing from the RFQ closing date)</b>
<b>DESCRIPTION</b>	<b>Specification Description:</b>  The provision of internal audit services at GEP. The primary role of the Internal Audit Function will be to assist management, in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations and information concerning GEP activities that were reviewed  <b>Refer to Terms of Reference</b>  <b>NB: No physical bids will be accepted</b>
<b>E-MAIL ADD. FOR SUBMISSION OF QUOTES</b>	<a href="mailto:scm@gep.co.za">scm@gep.co.za</a>
<b>ENQUIRY</b>	<a href="mailto:scm@gep.co.za">scm@gep.co.za</a>
<b>Name of Service Provider:</b>	
<b>CSD MA number:</b>	
<b>Signature:</b>	
<b>Date of submission of quotation:</b>	

**Notes:**

1. Bidders must put Name of the bidder, CSD MA number, sign and put submission date on RFQ above;
2. Complete supporting SBD documents and submit required with their response and BEE certificate / Sworn Affidavit signed by Commissioner of Oath.
3. Only bidders registered on the Central Supplier Database(CSD) will be considered for evaluation.
4. All quotation received after closing time and date will not be considered.

BIDDER:.....  
 REGISTRATION NUMBER:.....  
 ADDRESS:.....  
 .....  
 CONTACT PERSON:.....  
 TEL:.....

## TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. GEP standard conditions of purchase shall apply.
2. National Treasury General Conditions of contract shall apply:  
<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>
3. GEP reserves the right to negotiate with service providers
4. GEP reserves the right not to procure the goods and/or services.
5. Late and incomplete submissions will not be accepted.
6. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform the GEP before RFQ closing date.
7. Bidders are required to submit BBBEE Certificate or SWORN Affidavit for all price quotations
8. It is the responsibility of the bidder to ensure that GEP is in possession of the bidder's valid BBBEE. The onus is on the bidder to ensure that the GEP receives a valid BBBEE as soon as the validity of the said certificate expires.
9. No services must be rendered or goods delivered before an official GEP Purchase Order form has been received, except in an emergency situation.
10. Bidders are required to complete all the Annexures
11. Bidders, where applicable, are required to attach all relevant qualifications, experiences in the public sector and references.

I, the undersigned (NAME).....certify  
that :

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**ANNEXURE 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:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS TO BE EMAIL TO <a href="mailto:scm@gep.co.za">scm@gep.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON				CONTACT PERSON	
TELEPHONE NUMBER				TELEPHONE NUMBER	
FACSIMILE NUMBER				FACSIMILE NUMBER	
E-MAIL ADDRESS				E-MAIL ADDRESS	
<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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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 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: .....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:

.....  
 .....  
 .....

- 2.2 Identity

Number:.....

- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

.....  
 .....

- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person  
connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....



**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Number	Income Reference	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

certify that the information furnished in paragraphs 2 and 3 above is correct.

i accept that the state may reject the bid or act against me 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

### **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.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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.

- (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).

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_S = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$P_{min}$  = Price of lowest 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) 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. The 80/20 preference point system is applicable, corresponding points**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the bidder)
<b>Bidder must also submit the following Proof of evidence to claim the allocated points:</b>		
<b>Youth Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit		
<b>Woman Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit		
<b>Black Owned</b> certified copy of B-BBEE certificate or valid Sworn Affidavit		
<b>NOTE: Submitted information will be verified through various platforms.</b>		
Black owned (requirement is 51 %+ ownership)	12	
Women owned (requirement is 51 %+ ownership)	4	
Youth owned (requirement is 51 %+ ownership)	4	

#### 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

##### JOHANNESBURG OFFICE

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Fax: 011 834 6702

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##### SEDIBENG OFFICE

36 Merriman Avenue,  
Vereeniging, 1930  
Telephone: 016 910 1200  
Fax: 016 910 1216

##### WEST RAND OFFICE

23 Eloff Street,  
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Fax: 011 950 9886

##### TSHWANE OFFICE

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333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 430 2359  
Fax: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)

- Non-Profit Company
  - State Owned Company
- [ CIRCLE APPLICABLE]

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 *audialteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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## Annexure E: POPIA ACT CONSENT FORM:

### Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the Gauteng Enterprise Propeller (GEP) to consider the bidder's response to the RFQ / RFP to become a service provider of the GEP, it will be necessary for the GEP to process certain personal information which the service provider may share with GEP for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The GEP will process the Service Provider's Personal Information in accordance with the GEP Privacy Policy.

#### *Access to your Personal Information and purpose specification*

Personal Information will be processed by GEP for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the GEP. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that GEP's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

#### *Consent*

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the GEP's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives GEP permission to do so. The service provider understands that it is free to withdraw its consent on written notice to GEP and the service provider agrees that the Personal Information may be disclosed by the GEP to third parties, including GEP's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorised representative, who warrants that he/she is duly authorised.

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# TERMS OF REFERENCE: INTERNAL AUDIT SERVICES

**JOHANNESBURG OFFICE**

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## TERMS OF REFERENCE

### REQUEST FOR QUOTATION(RFQ) FOR THE APPOINTMENT OF A SUITABLE INDEPENDENT SERVICE PROVIDER FOR THE PROVISION OF CO-SOURCED INTERNAL AUDIT SERVICES

#### 1. PURPOSE

The purpose of this bid is to appoint a suitable independent service provider for the provision of internal audit services at GEP. The primary role of the Internal Audit Function will be to assist management, in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations and information concerning GEP activities that were reviewed. We believe that effective internal auditors serve the agencies' corporate conscience, and they champion operational efficiency, internal control, corporate governance, and risk management.

#### 2. BACKGROUND

The Gauteng Enterprise Propeller (GEP) is a Provincial Government Agency established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED) to ensure the development of "Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng." To achieve this, the GEP has set the following vision for the new five-year term that lies ahead: "Propelling entrepreneurs into sustainable enterprises that contribute meaningfully to inclusive economic growth and job creation."

The PFMA requires the establishment of an effective internal audit (IA) function under the control and direction of an Audit Committee (section 51(1) (a) (ii).

#### 3. SCOPE OF WORK

All Internal Audit work will be carried out at GEP head office and its regional and satellite offices across Gauteng. The successful service provider will be required to perform the audit assignments as per the approved internal audit plan by the Audit and Risk Governance Committee (ARGC).

**The scope of work shall consist of but is not limited to the following requirements:**

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- 1.1 Review and update the Internal Audit and Audit and Risk Governance Charters;
- 1.2 Develop a rolling three-year strategic Internal Audit Plan based on its assessment of key risk areas for the GEP, having taken into consideration the organisation's current operations, the operations proposed in the strategic plan as well as the risk management strategy;
- 1.3 Prepare an annual Internal Audit Plan for the first year of the rolling three-year strategic IA Plan;
- 1.4 Develop and update the Audit Universe for GEP Internal Audit
- 1.5 Prepare, Plan, Execution and Reporting of Internal Audits as per plan - conducting the audits as per approved Internal Audit Methodology, IIA Standards and Internal Audit Charter;
- 1.6 Prepare monthly and quarterly governance reports, detailing performance against the annual IA Plan to EXCO, ARGC, Board and other structures that may be deemed relevant;
- 1.7 Perform risk-based audit assignments as per the standards and guidelines set out by the Standards for the Professional Practice of Internal Auditing.
- 1.8 Co-ordinate with internal and external assurance providers to ensure proper coverage and minimal duplication of effort;
- 1.9 Assist GEP in updating its current internal audit methodology to ensure uniformity in the operations of all internal audit assignments.
- 1.10 Perform any ad hoc investigations and audits as requested by Management and the Audit and Risk Committee and/or Board.
- 1.11 Report through the Office of the Head of Internal Audit the results of the review and the progress against the plan at Management meetings and to the Audit and Risk Committee and/or Board where progress from internal audit is required.
- 1.12 Liaise with the Auditor General and ensure alignment with external audit functions.
- 1.13 Timely liaison with Management.
- 1.14 Fulfil all requirements pertaining to internal audit as reflected in the Public Finance Management Act, Treasury Regulations, and any other regulatory authorities.
- 1.15 Assist with sharing of best practices, such as checklists and templates with GEP.

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- 1.16 Presenting an audit report to GEP Management after each audit and a quarterly summary report on critical and significant matters to the ARGC related to the processes for controlling the activities of GEP, including potential improvements to those processes, and provide information concerning such issues through active and constructive resolution.
- 1.17 Keeping the ARGC informed of emerging trends and successful practices in internal auditing.
- 1.18 Assist management in achieving the objectives of the GEP by evaluating and developing recommendations for the enhancement and or improvement of the processes through which:
  - Strategic objectives are established in line with the frameworks for managing performance information and are communicated;
  - The accomplishment of objectives is monitored;
  - Accountability is ensured;
  - Corporate values are preserved;
  - The adequacy and effectiveness of the system of internal control are reviewed and appraised;
  - The relevance, reliability and integrity of management, financial and operating data and reports are appraised;
  - Systems established to ensure compliance with policies, plans, procedures, statutory requirements, and regulations, which could have a significant impact on operations, are reviewed;
  - The means of safeguarding assets are reviewed and deemed as appropriate in verifying the existence of such assets;
  - The economy, efficiency and effectiveness with which resources are employed are appraised;
  - The results of operations and or programmes are reviewed to ascertain whether they are consistent with the GEP's established objectives and goals and whether the operations or programmes are being carried out as planned; and
  - The adequacy of established systems and procedures are assessed.
- 1.19 Attend and add value in the Audit Steering Committee meetings;
- 1.20 Execute the activities as per approved Combined Assurance Plan;
- 1.21 Conduct consulting activities - any other consulting/ value add activities which may be required by business units, whilst maintaining independence and objectivity;

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- 1.22 Oversight and supervision of the Internal Audit Interns - providing mentoring, review of the work, training of the Internal Audit Interns; External Quality Assurance of the Internal Audit function: assist and support the service provider to conduct external quality assurance of the Internal Audit function and compile the Quality Assurance Plan. Oversee and avail any information which will be required by the Service Provider. Establish a Quality Assurance Plan which will be reported to all governance structures as required by IIA Standards; and
- 1.23 Execute any other areas as and when required.
- 1.24 Furthermore, the successful bidder should demonstrate a strong capacity for thought leadership, and the ability to provide GEP with publications, notifications and summaries via the office of the Head of Internal Audit, detailing the latest developments in at least but not limited to the following areas: Risk Management, Financial Management, SCM, Compliance and Corporate Governance, Information Technology and Human Resources.

#### 4. DURATION

The successful bidder will be expected to be available for commencing the project from the date of signing of the agreement by the last party. The duration of the contract is nine (9) months from the date of appointment. The parties shall, upon the appointment of the service provider, sign a service-level agreement to govern their relationship.

**NB:** All work must be completed within nine (9) months of the contractual period.

#### 5. WHAT IS TO BE EVALUATED?

The co-sourced partner has to show how it intends to contribute to assisting GEP achieve its objectives taking into account the risk management, internal controls, and governance processes. In their submissions, the following should be indicated:

- Skills and expertise of the project leader and the team
- Bidder's Capacity
- Technical Approach (internal audit methodology covering the different types of audits)
- Experience of the company in the internal auditing industry
- External Quality Review
- Any other value-added services (sharing of best practices).

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## 6. EVALUATION CRITERIA

In line with Preferential Procurement Regulation 2022 (PPR, 2022). The evaluation of responsive RFQs offers shall be on the 80/20-point preference system, being a maximum of 80 points for price and a maximum of 20 points for Preferential Procurement Special Goals in line with the Preferential Procurement Regulations, 2022.

The procedure for the evaluation of responsive RFQs will be as follows: -

- 1st Stage – Administrative compliance
- 2nd Mandatory Requirement (pre-qualification criteria)
- 3rd Stage – Functionality (minimum of 70 points required to move to next stage)
- 4th Stage - Price & Preferential Procurement Goals (80/20 calculation)

### 1ST STAGE - ADMINISTRATIVE COMPLIANCE

Admin compliance will cover all the requirement as per bid document which include review of completion of all document's submission of all compulsory required information and adherence to the RFQ invitation.

#### ***Bidder to note Compulsory Admin Compliance:***

Failure to submit the following required documents will render the bidders RFQ disqualified:

- Bidders must duly complete and sign all Standard Bidding Documents (SBD 1, SBD 3.3, SBD 4 and SBD 6.1), which form part of the RFQ document.
- Proof of registration with the National Treasury Central Supplier Database (CSD);
- Certified copies of company registration documents with the Companies and Intellectual Property Commission (CIPC) as issued by the CIPC not older than 6 months;
- Certified copies of the ID of the company directors not older than six (6) months;
- Certified ID copies of company members and shareholders.
- Company Profile including the organisational structure of the company.

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- Tax Compliance Status Pin that will grant a third-party access to the bidder's Tax Compliance Status (A trust, consortium or joint venture must submit a Tax Compliance Status Pin of each partner in the trust, consortium, or joint venture).
- Submission of the BBBEE certificate or valid sworn affidavit to claim preferential points

NB: None submission to the RFQ compulsory compliance will lead the RFQ being none responsive and it will be disqualified at this stage.

## Evaluation Stage 2: - Prequalification Criteria apply (Compulsory submission): -

**The following pre-qualification requirements must be met:** Certified copies of the **Company affiliation with The Institute of Internal Auditors ("IIA")**

Certified copies of the Companies affiliation with relevant professional bodies (NB: This also applies to joint ventures, each participant of the Joint Venture should submit the registration documents; where not all the members of the Joint Ventures are registered with the Institute of Internal Auditors, at least one party (Lead company) must be registered with IIA at the time of bidding,

Affiliation/registration with professional body by Director that will lead the project IIA/SAICA/ ISACA, IRMSA, ACFE valid membership or other related professional membership from the professional body for the **Director who will lead the project.**

Relevant company experience in auditing Developmental Finance Institutions (DFIs) Minimum of three(3) or more contactable references in audit of the DFIs

Experience in the public sector audit environment The service provider must have a minimum of ten (10) years' experience in the public sector audit environment; and

## 7. EXPECTED OUTCOMES AND DELIVERABLES

The appointed service provider must ensure that all work conforms to the International Standards for Professional Practice of Internal Auditing. Each audit assignment shall at least consist of the following deliverables or outcomes:

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- Detailed project plan (To be discussed and agreed upon by both parties);
- Execute audit projects in line with the project requirements, timeframes, and budget as per the approved Internal Audit Plans;
- Provide weekly feedback and as and when required on the status of the projects to GM: Risk and Audit;
- Provide Electronic and Hard copy of audit files with all working papers, audit evidence and client information at end of each engagement; and
- Final detailed reports with concise recommendations and management action plans.

**Technical / Functionality Evaluation:**

Functionality Criteria	Description	Weights
<b>Reference letters - Internal Audit Services: 20 points</b>  Reference letters issued by the Bidders' previous client for similar service rendered on the company's letterhead.  The letters should have contactable references.  The Bidders must have rendered similar service in providing risk based internal audit projects and IT audits including Information security, General and Application controls.	5 or more references of similar completed project = 20 points	<b>20 points</b>
	4 references of similar completed project = 16 points	
	3 reference of similar completed project = 12 points	
	2 references of similar completed project = 8 points	
	1 reference letter of similar completed project = 4 points	
	No reference provided = 0 points	
<b>Company Technical Experience: 10 points</b>  Potential Service Providers must demonstrate that they have the capacity to render the required services and experience in providing Risk based internal audit projects.  (Attach company profile and client summary detailing work performed including project value, year, duration and contact details corroborate with	10 years and more experience = 10 points	<b>10 points</b>
	6 - 8 years' experience = 5 points	
	0 – 5 years' experience = 3points	

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reference letters recent 5 years indicating required internal audit and experience)		
<b>Internal Audit Methodology: 10 points</b> The bidder must detail the approach that will be adopted in rendering the audits/ scope of work and audit process, including, but not limited to: <ul style="list-style-type: none"> <li>• Planning for audit engagements</li> <li>• Execution</li> <li>• Reporting and communicating the results</li> <li>• Follow up</li> </ul>	Methodology meeting all requirements that conforms to IIA Standards  No methodology/ methodology not meeting the requirements_ 0 points	<b>10 points</b>
<b>Proposed Internal audit team members relevant experience and qualifications: 50 points.</b>  The Potential Service Provider to provide five (5) candidates. All candidates should have experience in the audit of the Auditor- General methodology/ having worked directly or indirectly with Auditor- General.  (Attach detailed CVs and proof of qualifications and membership). The recommended service provider will be requested to submit the certified copies of qualifications.	1 X Internal Audit Manager must be qualified as CA(SA) and membership of SAICA/IRBA or IIASA with more than 5 years internal /external audit experience in the public sector environment in financial, audit of pre-determined objectives and other operational audits = 10 points  1 X Internal Audit Manager who is not qualified as CA(SA) and with no membership of SAICA/IRBA or IIASA and with less than 5 years internal /external audit experience in the public sector environment in financial, audit of pre-determined objectives and other operational audits including = 0 points  1X Senior Internal Auditor must have relevant BCom Accounting/Internal Audit degree and membership IIASA with more than 3 years interna/ external audit experience in the public sector environment and experience in the audit of pre-determined objectives. = 10 points  1X Senior Internal Auditor must have relevant BCom Information Systems/Internal Audit	<b>50 points</b>

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	<p>degree and membership CISA with more than 3 years internal/ external audit experience in the public sector environment and experience. = 10 points</p> <p>2X Internal Auditors with relevant BCom Accounting/Internal Audit degree, and membership IIASA and with more than 2 years internal/ external audit experience in the public sector environment and experience in the audit of pre-determined objectives. = 20 points (10 points per Internal Auditor)</p> <p>2X Internal Auditors must with no relevant BCom Accounting/Internal Audit degree and no membership IIASA with less than 2 years internal/ external audit experience in the public sector environment and experience. = 0 points</p>	
<p><b>External Quality Assurance: 10 points</b></p> <p>Points for the external quality review are awarded for:</p> <p>Proof (signed report/ letter) of external review to be provided.</p> <p>The firm should provide evidence of the External Quality Review conducted for the company or the client, which should not be more than five years old.</p>	<p>Generally, conforms to the Standards = 10 points;</p> <p>Partially conforms to the Standards = 5 points</p> <p>Doesn't conform = 1 point</p> <p>No external quality review performed = 0 points</p>	<b>10 points</b>
<b>Total Points</b>		<b>100 points</b>
<b>SERVICE PROVIDERS ARE REQUIRED TO MEET THE MINIMUM QUALIFYING SCORE OF 70 OUT OF 100 TO DETERMINE CAPABILITY AND TO PROCEED TO PRICE AND PREFERENCE POINTS</b>		

## 8. 4th Stage - Price & Preferential Procurement Goals (80/20 calculation)

It is understood that internal audits and IT audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as per the

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table below. Pricing, based on hourly tariffs, the rates per hour of the above levels of staff should be indicated

Item	Qualifications	Years of experience	(Rate per hour)
Internal Audit Manager			
2X Senior Internal auditor			
X2 Internal Auditors			
Average Rate inclusive of VAT			
Disbursements			

## Preferential Procurement Goals

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. The 80/20 preference point system is applicable, corresponding points**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
<b>Bidder must also submit the following Proof of evidence to claim the allocated points:</b>	
<b>Youth Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit	
<b>Woman Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit	
<b>Black Owned</b> certified copy of B-BBEE certificate or valid Sworn Affidavit	
<b>NOTE: Submitted information will be verified through various platforms.</b>	
Black owned (requirement is 51 %+ ownership)	12
Women owned (requirement is 51 %+ ownership)	4
Youth owned (requirement is 51 %+ ownership)	4

## Special conditions

All candidates must provide own tools of trade for own use, GEP will not provide these. GEP has the right to negotiate with service providers

## ENQUIRIES

Enquiries can be directed to Ms. Sibusisiwe Ntuli at [sntuli@gep.co.za](mailto:sntuli@gep.co.za)

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