

**SCM Enquiries: Mr. P Nembahe**

Tel: 012 441 3414

Reference: PNRFQ 2012-2024

**SUBJECT: REQUEST FOR QUOTATIONS IN RELATION TO THE PROVISION OF INTERNAL AUDIT SERVICES – CONDUCT AN EXTERNAL QUALITY ASSESSMENT ON THE DSAC INTERNAL AUDIT FUNCTION.**

REQUIRED BY: DEPARTMENT OF SPORT, ARTS & CULTURE

1. Kindly furnish the Department with a quotation for the subject mentioned above.
2. SBD 4, SBD 6.1, forms are attached for completion.
3. Bidders are requested to submit quotations, attached SBDs.
4. Preferential procurement regulation 2022 will apply. The 80/20 preference point system will be used to calculate for price and specific goals as per SDB 6.1 attached.
5. NB: Bidders are required to submit the following proof/documentation to claim points for specific goals:
  - a) Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) that shows ownership percentage (e.g. Beneficial ownership, CK ...etc) and
  - b) BBBEE certificate or Sworn affidavit
6. Failure to submit the required documents will result in 0 points.
7. The closing is Thursday 17 January 2025 at 11:00am
8. These forms must be returned with your quotation to the following e-mail address: [phathutshedzon@dsac.gov.za](mailto:phathutshedzon@dsac.gov.za)

Signature: P Nembahe

Date: 20 December 2024



## TERMS OF REFERENCE

| No. | SERVICES REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
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| 1.  | REQUEST FOR QUOTATIONS IN RELATION TO THE PROVISION OF INTERNAL AUDIT SERVICES – CONDUCT AN EXTERNAL QUALITY ASSESSMENT ON THE DSAC INTERNAL AUDIT FUNCTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES/ NO/ NOTED |
| 1.1 | <p>The DSAC Internal Audit Directorate of the Department seeks to appoint a service provider to perform an external quality assessment on its Internal Audit function. The external quality assessment should include a comprehensive review of the adequacy of the internal audit function's:</p> <ul style="list-style-type: none"><li>- Conformance with the Internal Audit Standards, including a gap analysis between the old and new Global Internal Audit Standards</li><li>- Mandate, charter, strategy, methodologies, processes, risk assessment, and internal audit plan.</li><li>- Compliance with applicable laws and/or regulations.</li><li>- Performance criteria and measures as well as assessment results.</li><li>- Competencies and due professional care, including the sufficient use of tools and techniques, and focus on continuous development.</li><li>- Qualifications and competencies, including those of the chief audit executive's role, as defined by the organization's job description and appointment process.</li><li>- Integration into the organization's governance processes to ensure that , the internal audit function operates independently.</li><li>- Contribution to the organization's governance, risk management, and control processes.</li><li>- Contribution to the improvement of the organization's operations and ability to attain its objectives.</li><li>- Ability to meet expectations articulated by the senior management, Audit Committee and stakeholders.</li></ul> |                |



## TERMS OF REFERENCE

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| 1.2       | Service Providers are also expected to submit a detailed Project Proposal, which will include the hours, team members (including their skills, expertise and experience), rates, and estimated cost for the proposal/quotation within five (05) business days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
| <b>2.</b> | <b>PROJECT PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>YES/ NO/ NOTED</b> |
| 2.1       | <p>Service Providers are requested to submit the following:</p> <ul style="list-style-type: none"> <li>i. A detailed Project Proposal based on 1.1 and 1.2 (a) above and should include the following: <ul style="list-style-type: none"> <li>• Evidence, i.e. qualifications, that the project leader of the external assessment team is a Certified Internal Auditor.</li> <li>• Evidence that the external quality assessment team: <ul style="list-style-type: none"> <li>- Has experience with and knowledge of the Standards and leading internal audit practices, i.e. detailed cv's of the assessment team</li> <li>- Experience as a chief audit executive or comparable senior level of internal audit management, i.e. detailed cv's of the assessment team</li> <li>- Experience in the government internal audit sector, i.e. detailed cv's of the assessment team</li> <li>- Previous experience performing external quality assessments, i.e. reference letters confirming that the service provider has conducted external quality assessments for national departments – minimum of 5 reference letters.</li> <li>- Completion of external quality assessment training recognized by the Institute of Internal Auditors i.e. training certificates from IIA</li> <li>- Attestation by assessment team members that they have no conflicts of interest, in fact or appearance, i.e. declarations in this regard</li> </ul> </li> </ul> </li> </ul> <p>Failure to submit the above required information will result in disqualification of the bidder's proposal.</p> <p>The 80/20 preference point system in terms of the Preferential Procurement</p> |                       |



## TERMS OF REFERENCE

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|           | <p>Policy Framework Act, 2000 (Act No. 5 of 2000) shall apply. The lowest acceptable bid will score 80 points for price and 20 points will be awarded for specific goals as stipulated on SBD 6.1. of this bid.</p> <p>All bids duly lodged will be evaluated first on functionality then price.</p> |                       |
| <b>3.</b> | <b>TIME FRAMES</b>                                                                                                                                                                                                                                                                                   | <b>YES/ NO/ NOTED</b> |
| 3.1       | The project proposal should be submitted to the Department of Sport, Arts and Culture Offices located at Sechaba House (known as VWL Building), 202 Madiba Street, Pretoria, 0001                                                                                                                    |                       |
| 3.2       | The project is expected to run for a period of no longer 30 days from the date of receiving an official Purchase Order from the DSAC's Supply Chain Management.                                                                                                                                      |                       |
| <b>5.</b> | <b>PROJECT MANAGEMENT</b>                                                                                                                                                                                                                                                                            | <b>YES/ NO/ NOTED</b> |
| 5.1       | The Service Provider is responsible for ensuring contact with DSAC officials in making arrangements for the provision of the documents/records.                                                                                                                                                      |                       |
| 5.2       | The appointed Service Provider will be responsible for co-ordination of any activities related to the project as well as project related meetings.                                                                                                                                                   |                       |
| 5.3       | Present the Final report to the Department's Internal Audit or its nominee, Executive Management and Audit Committee which will detail the results of the Service Provider's work for the period against the original objectives.                                                                    |                       |
| 5.4       | DSAC remains the lead client in this undertaking and the service provider shall consult the DSAC for all final approvals.                                                                                                                                                                            |                       |
| <b>6.</b> | <b>FINANCIAL ARRANGEMENTS</b>                                                                                                                                                                                                                                                                        | <b>YES/ NO/ NOTED</b> |
| 6.1       | The Service Provider must demonstrate how the fee structure was arrived at by sharing its approach, methodology and procedures to be performed for the                                                                                                                                               |                       |



## TERMS OF REFERENCE

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|           | internal audit services as indicated in <b>1.1</b> and <b>1.2 above</b> . Also clearly indicate the rates of the resources to be allocated to this assignment.                                                                                                                                                                                                                                                                                                     |                          |
| 6.2       | The budget estimates should include all related logistics.                                                                                                                                                                                                                                                                                                                                                                                                         |                          |
| 6.3       | The Service Provider should also include VAT and disbursements; and any provision for escalation in the price of facilities or services rendered by other providers.                                                                                                                                                                                                                                                                                               |                          |
| <b>7.</b> | <b>ENQUIRIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>YES/NO/<br/>NOTED</b> |
| 7.1       | <b>Technical Enquiries:</b><br>All technical enquiries should be directed to Internal Audit staff members and copy an SCM official responsible ( <i>e-mail communication is preferred for reference and record purposes</i> ):<br>a) Ms. Sunita Ramanand contactable during office hours on 012- 441 3099<br>Mobile No. 066 140 8505, e-mail: <a href="mailto:Sunitar@dsac.gov.za">Sunitar@dsac.gov.za</a>                                                         |                          |
| 7.2       | b) Ms. Raeesa Ismail contactable during office hours on 012-441 3724<br>mobile no. 082 746 8292 and e-mail: <a href="mailto:Raeesai@dsac.gov.za">Raeesai@dsac.gov.za</a><br><br>There will be <b><u>no briefing session</u></b> for this project. However, all service providers requested to submit quotations may raise any clarity seeking questions on the Terms of Reference and obtain written responses via e-mail communication for transparency purposes. |                          |

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

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 State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
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|           |                 |                           |
|           |                 |                           |

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender (Specific goals 20 points) | Achievement Level         | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|----------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>PROMOTION OF SMMEs (RDP GOALS)</b>                                                  |                           | 20                                                                                |                                                                           |
| <b>Women</b>                                                                           | 100% women ownership      | 6                                                                                 |                                                                           |
|                                                                                        | 75% - 99% women ownership | 5                                                                                 |                                                                           |
|                                                                                        | 60% - 74% women ownership | 4                                                                                 |                                                                           |
|                                                                                        | 51% - 59% women ownership | 3                                                                                 |                                                                           |

|                                        |                                                      |   |  |
|----------------------------------------|------------------------------------------------------|---|--|
|                                        | 0 – 50% women ownership                              | 0 |  |
| <b>Black People</b>                    | 100% black ownership                                 | 7 |  |
|                                        | 75% - 99% black ownership                            | 6 |  |
|                                        | 60% - 74% black ownership                            | 5 |  |
|                                        | 51% - 59% black ownership                            | 3 |  |
|                                        | 0 – 50% black ownership                              | 0 |  |
| <b>Youth</b>                           | 100% youth ownership                                 | 5 |  |
|                                        | 75% - 99% youth ownership                            | 3 |  |
|                                        | 60% - 74% youth ownership                            | 2 |  |
|                                        | 51% - 59% youth ownership                            | 1 |  |
|                                        | 0 – 50% youth ownership                              | 0 |  |
| <b>People living with Disabilities</b> | 75% - 100% owned by persons living with disabilities | 2 |  |
|                                        | 51% - 74% owned by persons living with disabilities  | 1 |  |
|                                        | 0 - 50% owned by persons living with disabilities    | 0 |  |

#### 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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |