

**REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF: QUALITY ASSURANCE  
SERVICES TO IZIKO INTERNAL AUDIT**

**Bid Information**

<b>Reference Number</b>	<b>RFQ-QAIA-FIN-24-04-2024</b>
<b>Description</b>	REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF QUALITY ASSURANCE SERVICES FOR THE OUTSOURCED INTERNAL AUDIT FUNCTION AT IZIKO
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Sikelwa Madlavu and Siphamandla Oupa
<b>Site Visit</b>	<b>Not required</b>
<b>Closing date and time for submission</b>	10 May 2024, 11: am
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3917: smadlavu@iziko.org.za and soupa@iziko.org.za
<b>Technical enquiries</b>	Ronell Pedro rpedro@iziko.org.za
<b>Authorised Signature and Date (Iziko)</b>	

**Bidder Information**

<b>Name of Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quoted Price (Incl Vat)</b>	

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM (SBD 4)**

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

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

<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.

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 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

<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.

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 (Company Name)

**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**

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:

	<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.
- 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:

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

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:

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

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	Evidence	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)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> </ul>		
<p><b>Race: Black persons (ownership)*</b>                      50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points                      0% black ownership = 0 points</p>			

**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:** .....

.....

.....

.....



# **REQUEST FOR QUOTATION FOR THE PROVISION OF QUALITY ASSURANCE SERVICES FOR THE OUTSOURCED INTERNAL AUDIT FUNCTION AT IZIKO MUSEUMS OF SOUTH AFRICA**

## **1. INTRODUCTION**

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

## **2. SCOPE OF WORK**

The Institute of Internal Auditors (IIA) Standards-1312 requires the Internal Audit Function to conduct an External Assessments at least once every five years by a qualified, independent assessor or assessment team from outside the organization.

A Quality Assurance and Improvement Program (QAIP) enables an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the International Standards for the Professional Practice of Internal Auditing (Standards) and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement

## **3. DELIVERABLES**

The Audit and Risk Committee(ARC) at Iziko seeks to source services of qualified quality assurance reviewer to perform the IA external quality assurance review.

The appointed service provider will be required to perform the following but not limited to:

- Assess the IAA conformity to The Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing (Standard) and Code of Ethics;
- Evaluate the IAA's efficiency and effectiveness in carrying out its mission (as set forth in the internal audit charter and expressed in the expectations of ARC and management;
- Provide recommendations to enhance the management and work processes of the IAA as well as its value to Iziko Museums, where appropriate and
- Assist the IAA in its pursuit of adding value.

### **3.1 Outputs**

- Final report on Independent Quality Assessment Review;
- Presentation of the report to ARC; and
- External Quality Assessment working paper file.

### **3.2 Duration**

The assessment is expected to be conducted and completed within three (3) months the date of appointment.

## **4. EVALUATION CRITERIA**

The evaluation criteria will comprise of the following:

#### 4.1 PHASE 1: ELIGIBILITY CRITERIA

To be eligible for functionality evaluation, the bidder must submit the following as per the table below. The bidder who fails to submit the documents will be rejected.

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
The assessor or assessment team must comprise of at least one member who is a qualified Certified Internal Auditor (CIA) with valid IIA membership in good standing. The candidate must submit the valid IIA membership certificate, a letter of good standing and a CIA certificate.		
The assessor or assessment team must comprise of at least one member in the Institute of Internal Auditors South Africa (IIASA) database of Quality Assurance reviewers. (Supporting evidence required)		

#### 4.2 PHASE 2: TECHNICAL EVALUATION CRITERIA

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in the table below

<b>A. Quality Assessment Reviews (QAR) Performed</b>				
<b>The service provider must have performed QAR to clients</b>				
	Evaluation Criteria	Document as Evidence	Score	Weighting %
Bidders' number of years in quality assurance	5 or more years	Provide reference letters that are signed by the client and on a client's letter head as proof.	25	<b>25</b>
	4 but < 5 years		20	
	3 but < 4 years		15	
	2 but < 3 years		10	
	1 but < 2 years		05	
	Less than 1 year		0	

<b>B. Experience as Chief Audit Executive (CAE)</b>				
<b>The service provider must have at least one team member who has experience as CAE</b>				
	Evaluation Criteria	Document as Evidence	Score	Weighting %
Number of years' experience as CAE	5 or more years	CV detailing CAE experience.	25	<b>25</b>
	4 but < 5 years		20	
	3 but < 4 years		15	
	2 but < 3 years		10	
	1 but < 2 years		05	
	Less than 1 year		0	

<b>C. Organisational sector</b>				
<b>The service provider should have experience gained in organizations of similar size, complexity, sector, or industry</b>				
	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Score</b>	<b>Weighting %</b>
Bidders' years of experience in public sector.	5 or more years	CV detailing experience in performing external quality assessment to public entity.	25	<b>25</b>
	4 but < 5 years		20	
	3 but < 4 years		15	
	2 but < 3 years		10	
	1 but < 2 years		05	
	<b>Less than 1 year</b>		<b>0</b>	

<b>D. Approach and Methodology</b>				
<b>The details of the proposed approach and methodology to be adopted in order to deliver the service in accordance with the TOR</b>				
	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Score</b>	<b>Weighting %</b>
Quality of Approach and Methodology	Approach and Methodology is clear, comprehensive, aligns to standards and contains timelines and reporting , details	Details of the approach and methodology	25	<b>25</b>
	Approach and Methodology is clear, detailed and contains timelines and reporting details		20	
	Approach and Methodology is clear with sufficient detail		15	
	Approach and Methodology has been presented but contains few details		10	
	Approach and Methodology has been presented but of poor quality		05	
	No approach and methodology presented		0	

## 5. COMPLIANCE DOCUMENTS

Service Providers must submit all documents as outlined in Table below.

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number.
2	Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	Annexure B - Confidentiality and Non-Disclosure Agreement.

**Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.**



- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Signed

Date

Name

Position

Enterprise  
name

***Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.***

**1. Disqualification**

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

**2. Bid Document Submission**

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.