

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

**SPECIFICATIONS**

**FOR**

**EXTERNAL INDEPENDENT QUALITY ASSESSOR**

**March 2023**

**QUOTE NO.: RFP/EIQA/IA/16/2022-2023**

# **SPECIFICATION FOR THE INTERNAL AUDIT EXTERNAL INDEPENDENT QUALITY ASSESSOR AT THE SOUTH AFRICAN CIVIL AVIATION AUTHORITY**

## **1. Introduction**

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

## **2. Purpose**

2.1. The SACAA Internal Audit Department seeks to appoint a reputable service provider with extensive Internal Audit experience for a period of 4 weeks. The service provider should also demonstrate experience of conducting an external independent quality assurance assessment.

## **3. Work Required / Scope – External Independent Quality Assessment**

The service provider should perform a full external quality assessment as per scope below:

- A full external independent quality assessment on the SACAA's Internal Audit Function's conformance with the International Professional Practices Framework (IPPF) i.e. IIA Standards and Code of Ethics. The assessment focus

areas that should be assessed every five years as stipulated in the Institute of Internal Auditors (IIA) Standards.

- Identify opportunities to enhance internal audit processes, offer suggestions to improve the effectiveness of the internal audit activity, promote ideas to enhance the activity's image and credibility and offer operational or strategic comments.
- Issue a report expressing an opinion or conclusion on the results of the external assessment. In addition to concluding on the internal audit activity's overall degree of conformance with the Standards, the IIA Code of Ethics provide the CAE with recommendations for the internal audit activity to enhance conformance with the Standards and the Code of Ethics, add value for clients, and be a catalyst for positive change in the organization.
- The external independent quality assessment report should be discussed with the Chief Audit Executive and the Chief Executive Officer, and should be presented to the Audit Committee

**Audit Objective** - To assess the performance of the Internal Audit function of SACAA as well as to assess whether the function is aligned with industry and broader best practice.

#### 4. Time Frames

- 4.1. The successful service provider will have 4 weeks to complete the project.  
The project completion will be measured in respect of obtaining a proper sign-off report from the SACAA.

The estimated duration for the projects is reflected below:

##### External Independent Quality Assessment

Activities	Timelines
Start of project	March 2023  The successful service provider will have 4 weeks to complete the project. The project completion will be measured in respect of obtaining a proper sign-off from the Internal Audit Department of the SACAA.
Estimated hours	200 hours (4 weeks)
Additional	Include estimated disbursement costs

#### 5. Evaluation Criteria

##### 5.1 Phase 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Submission of Minimum Standards and Mandatory documents listed below:

**This phase of evaluation does not carry any weight, however, bidders who do not meet all the requirements listed below will be immediately disqualified from the bidding process.**

5.1.1 Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. **Please indicate / supply the supplier number.**

5.1.2 Submit a fully completed and signed Bidders Disclosure, SBD4 form.

## 5.2 Phase 2 - TECHNICAL AND/OR FUNCTIONALITY EVALUATION

Assessment of Technical/Functional evaluation of the bid will be done in terms of the criteria as stated in the table below.

Bidders should take note of the Criteria, Weighting and Scoring when responding to this bid.

DESCRIPTION	COMMENTS/ CRITERIA TECHNICAL	POINTS ALLOCATION
Experience of Personnel/ Engagement Team	<p>Experience in External Independent Quality Assessment:</p> <ul style="list-style-type: none"> <li>- More than Five (5) - years for the engagement team members (must have conducted at least 5 Quality Assessments) = <b>20 points</b></li> <li>- Zero (0) - five (5) years for the engagement team members (must have conducted at least 3 Quality Assessments) = <b>10 points</b></li> <li>- Less than 3 Quality Assessments conducted = <b>0 points</b></li> </ul> <p><b>NB: Please provide a minimum of 3 CVs as proof</b></p>	20
Company experience on External Independent Quality Assessment.	<p>Experience in External Independent Quality Assessment:</p> <ul style="list-style-type: none"> <li>- More than Five (5) years external independent quality assessment experience for the company (with a minimum of 5 Quality Assessments conducted) = <b>20 points</b></li> <li>- Zero (0) - five (5) years external independent quality assessment experience for the company (with a minimum of 3 Quality Assessments conducted per annum) = <b>10 points</b></li> <li>- Less than 3 Quality Assessments conducted = <b>0 points</b></li> </ul>	20

	<b>NB: Please provide signed and dated reference letters in client's letterhead as proof. The reference letters should indicate the duration of the audit.</b>	
Audit Approach - engagement objectives	<p>The company should demonstrate a detailed description of engagement objectives aligned to the assessment scope, IIA Standards and Code of Ethics.</p> <ul style="list-style-type: none"> <li>- Detailed mapped/tailed Audit Objectives aligned with ALL IIA Standards and Code of Ethics = <b>30 points</b></li> <li>- High-Level Summary of the Assessment Approach to External Independent Quality Assessment aligning the scope to IIA Standards = <b>15 points</b></li> <li>- Non-alignment of Assessment objectives, Scope, IIA Standards and Code of Ethics = <b>0 points</b></li> </ul>	60
Audit Approach – External Independent Quality Assessment	<ul style="list-style-type: none"> <li>- The company should demonstrate detailed engagement Project Plan indicating key elements to be assessed. Timelines in line with the focus areas/scope and engagement objectives, highlighting deliverables = <b>30 points</b></li> <li>- High-Level Summary of the Project Plan in alignment to the scope, IIA Standards and Code of Ethics = <b>15 points</b></li> <li>- Non-alignment of Assessment objectives, Scope, IIA Standards and Code of Ethics = <b>0 points</b></li> </ul>	
<b>Minimum Points</b>		<b>70</b>
<b>Total Points</b>		<b>100</b>

Bidders who score **70** or more points on functionality will be considered for Price and B-BBEE evaluations. Any bidder scoring less than the minimum **70** points will not be considered further.

### 5.3 Phase 3 - PRICE AND SPECIFIC GOAL EVALUATIONS

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

For this bid **80** points will be allocated for Price and **20** points for Specific Goal.

This RFQ will be evaluated using the 80/20 preferential point system.

The following PPPFA formula is used to evaluate price:

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

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

$P_t$  = Rand value of bid under consideration.

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

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

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

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
PRICE	80
SECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
<b>Total points for Price and SPECIFIC GOAL</b>	<b>100</b>

The SACAA will award preference points to bidders who provide an original or certified copy of a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency.

<b>SPECIFIC GOAL (B-BBEE Status Level of Contributor)</b>	<b>Number of points</b>
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

## **POINTS AWARDED FOR SPECIFIC GOAL**

In terms of the Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining the Specific Goal (B-BBEE status level of contribution) in accordance with the table above.

## **6. SUBMISSION OF BID DOCUMENT**

Bid submission requires three (3) Envelopes.

### **Envelope 1**

- All mandatory documents in Phase 1.

### **Envelope 2**

- Technical/ Functional proposal in Phase 2.

### **Envelope 3**

- Pricing schedule and valid B-BBEE Certificate/ Affidavit in Phase 3.

**7. NB. Pricing must be based on an average total hourly rate as indicated and be structure as indicated in the table below:**

**8.**

<b>Role</b>	<b>Rate per hour</b>
<b>Director</b>	
<b>Manager/ Senior Manager</b>	
<b>Specialised Internal Auditor(s) – Quality Assurance Specialists</b>	
<b>Average total Hourly Rate</b>	

**9. Bidders must quote using the Auditor General approved rates.**

**10.** Bid documents shall be hand delivered for the attention of Ms Zodwa Duma in a tender box at SACAA Offices, Building 16, Treur Close, Waterfall Office Park, Bekker Street, Midrand in the format indicated in section 6 above by no later than Monday, 06 March 2023 @11:00am.