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RFQ NO: 57 - 2025/26

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO INTERNAL AUDIT QUALITY ASSURANCE READINESS REVIEW

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

Sections 51 (1) (a) (i) (ii) of the Public Finance Management Act 2001 as amended by Act 29 of 1999 read with Treasury Regulation 3.2 prescribes that the

"The Accounting Authority for a public entity must ensure that the organization has and maintains:

- An effective, efficient, and transparent systems of financial, risk management and internal control; and
- a system of Internal Audit under the control and direction of an Audit and Risk Committee complying with and operating in accordance with regulations and instructions prescribed in the PFMA.

The Institute of Internal Auditors (IIA) has released the new Global Internal Audit Standards, replacing the International Professional Practices Framework (IPPF). These Standards are effective from 1 January 2025 and introduce revised principles, structure, and expectations for internal audit functions worldwide. As part of its commitment to excellence, compliance, and good governance, ETDP SETA seeks to assess the readiness of its internal audit function to implement these standards and align with best practices.

The ETDP SETA will host a **NON- COMPULSORY** virtual briefing session for **RFQ NO: 57 - 2025/26 –Terms of reference for the appointment of a service provider to render Internal audit Quality Assurance readiness review for ETDP SETA on 02 April 2026 at 10h00 – 12h00**. Access details will be available on www.etdpseta.org.za as from **12h00 on 31 March 2026**. Kindly note that interested service providers may submit their questions until **08 April 2026**. **No further questions will be accepted after this date**. We thank you for your cooperation

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2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The purpose of this assignment is to conduct a Quality Review of the ETDP SETA's Internal Audit Activity, focusing on its readiness to adopt and implement the new Global IIA Standards. The review will evaluate current internal audit practices, identify gaps, and provide a roadmap to compliance.

3. PROJECT SCOPE, DELIVERABLES AND REQUIREMENTS

3.1 Project scope

- Review the internal audit function's structure, policies, methodologies, and practices.
- Compare current practices to the revised Global IIA Standards (effective 2025).
- Assess internal audit's governance, independence, and objectivity.
- Evaluate the maturity level and resource capability of the Internal Audit Activity.
- Identify gaps and areas requiring improvement for full alignment.
- Provide recommendations and a readiness roadmap.
- Deliver a final Quality Review Report with a practical implementation plan.

3.2 Requirements

- Proven experience in conducting Internal Audit Quality Assessments.
- In-depth knowledge of the Global IIA Standards and IPPF framework.
- Team Leader (Assessor) with a minimum of 6 years Internal Audit Experience with both a CIA Certification and External Quality Assurance Certificate.
- Registration with the Institute of Internal Auditors South Africa (IIA SA) is mandatory
- Registration with SAICA, over and above registration with the IIA SA will be an added advantage
- At least 6 years' experience in internal auditing for the team members
- At least 6 years' experience in governance, or risk management over and above internal auditing experience will be an added advantage for both the assessor and the team.
- Demonstration of familiarity with the public sector, preferably SETAs or similar entities.

3.3 Mandatory Documents

- Qualification for the Assessor - NQF level 8 or above in Internal Auditing
- Certificate confirming being a Certified Internal Auditor for the Assessor
- Certificate confirming being a Certified External Quality Assessor in Internal Auditing for the Assessor
- Valid Certificate of registration and membership with the Institute of Internal Auditors South Africa (IIA SA)

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- Evidence of at least three completed quality assurance reviews in the Public Sector or Private Sector within the past 5 years
- External Quality Assurance Methodology demonstrating how the project will be implemented
- CV of the Assessor and proposed team members

3.4 Reporting and Accountability

The service provider will report directly to the Chief Audit Executive (CAE) of ETDP SETA and may be required to present findings to the Audit and Risk Committee.

3.5 Deliverables

Deliverable	Description	Due Date
1. Inception Report	Outlining understanding, methodology, and timelines	Within 5 working days of appointment
2. Gap Assessment Report	Detailed gap analysis against Global IIA Standards	Within 15 working days
3. Readiness Roadmap	Implementation plan, timelines, and resources needed	Within 20 working days
4. Final Quality Review Report	Consolidated report with findings, recommendations, and roadmap	Within 25 working days

4. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

ITEM DESCRIPTION	Rate per Hour	Hours	PRICE
1. Project planning set-up			
2. Development of QA Frameworks / Standards			
3. Testing and Evidence analysis			
4. Quality Audits & Compliance checks			
5. Reporting & Documentation			
6. Training & Knowledge Transfer			
SUB-TOTAL			
VAT @ 15% (If applicable)			
TOTAL COSTS VAT INCL			

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

5. DURATION OF THE PROJECT

The ETDP SETA is expected to enter a Memorandum of Agreement (MoA) with the successful bidder. The project's duration will start from the last signature of the MoA. The duration of the entire project is **six (6) months**.

6. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A: (Mandatory Requirements), Stage 2: Phase B: (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders in the USB covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements

Stage 2: Phase B: Functionality Evaluation Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

7. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

7.1. STAGE 1: ADMINISTRATIVE COMPLIANCE [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> • SBD 1 - Invitation to Bid • SBD 4 - Declaration of Interest 	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

7.2. STAGE 2: Phase A: MANDATORY DOCUMENTS [Folder B]

NB: Failure to comply with these requirements will lead to disqualification from further evaluation.

Mandatory Requirement	Method of Evaluation
a) Registration with the professional body	<ul style="list-style-type: none"> - The audit firm should be registered with Institute of Internal Auditors South Africa (IIA SA) - Directors should be registered with professional body; Institute of Internal Auditors (IIA) and should provide a membership certificate from the IIA confirming current membership in good standing

7.3. STAGE 2: Phase B: FUNCTIONALITY [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated using the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **80 points**, and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as follows:

NO.	CRITERIA	POINTS
1.	<p>1. Experience and References: Evidence of at least three completed quality assurance reviews in the Public Sector or Private Sector, preferably SETAs or similar entities, within the past 5 years.</p> <p>1.1. Experience: 20</p> <ul style="list-style-type: none"> • Three (3) or more completed quality assurance reviews = 20 • Less than three (3) completed quality assurance reviews = 0 <p><i># Accumulated number of years in providing the internal audit service.</i> <i># Company experience in internal auditing, including how long these services have been offered by the service provider.</i> <i># Company experience in IT audits, Risk management, the audit of pre-determined objectives and financial statement audit.</i></p> <p>1.2. Contactable references letters: 10</p> <ul style="list-style-type: none"> • 3 projects and above = 10 • 2 projects = 7 • 1 project = 5 <p>*[Each reference must clearly indicate.</p> <ul style="list-style-type: none"> • Name of the bidder • Objectives and scope of the project (nature of the project) • Duration of the project • Recommendation • Contact details • Must be signed by relevant authorised personnel. <p><i>NB: Failure to provide the above will lead to point not being allocated.</i></p>	30
2	<p>2. Qualification and Experience of personnel (Attach CVs and qualifications of the project team members)</p> <p>2.1. Qualification(s) & Certification(s): 30</p> <p>2.1.1. Assessor: 10</p> <ul style="list-style-type: none"> • NQF level 8 or above in Internal Auditing = 10 <p>2.1.2. Certificate for the Assessor: 20</p> <ul style="list-style-type: none"> • Certificate for the Assessor confirming being a Certified Internal Auditor (CIA) by the global Institute of Internal Auditors (IIA) = 20 	50

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	<ul style="list-style-type: none"> • Certificate for the Assessor confirming being a Certified External Quality Assurance Reviewer in Internal Auditing by the IIA (SA) = 15 <p>2.2. Experience 20</p> <p>2.2.1. Assessor: 15</p> <ul style="list-style-type: none"> • 6 years or more = 15 • 3 – 5 years = 10 • 1 – 2 years = 5 <p>2.2.2. Team members (in auditing): 5</p> <ul style="list-style-type: none"> • Member(s) with 6 years plus = 5 • Member(s) with 3 – 5 Years = 3 • Member(s) from 1 – 2 years = 2 <p>*NOTE: <i>Failure to attach the CV and Qualifications will lead to point not being allocated.</i></p> <p><i>The project team submitted for this bid shall remain the same team for the duration of the term. Should there be any changes, the new team members must have the same qualifications and experience or even more, and the SETA should be informed of such changes.</i></p> <p><i>Foreign qualifications are required to be accompanied by a SAQA evaluation certificate. Failure to attach the evaluation certificate will lead to points no being allocated.</i></p>	
	<p>Project Plan (20 Points)</p> <p>External Quality Assurance Methodology demonstrating how the project will be implemented</p> <p>a) Plan demonstrating External Quality Assurance methodology = 20 points</p> <p>b) Plan not demonstrating External Quality Assurance methodology = 0 points</p>	20
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

7.4. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals

80/20 preference point system shall be applicable as follows:

✓ Price	80
✓ Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, or unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

9. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:
Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **19 March 2026**.

All Proposals **must be Sent via email** to etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **17 April 2026**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **17 April 2026**.

12. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

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Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

ANNEXURE A

Bidders are required to provide references for the Assessor and Team member(s).

1. RELEVANT EXPERIENCE OF THE ASSESSOR

Name of Assessor: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE OF THE TEAM MEMBER(S)

Name of Team Member(s): _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)