

# THE NATIONAL CREDIT REGULATOR

**SEPTEMBER 2022**

## **TERMS OF REFERENCE FOR THE PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 3 YEARS**

**RFP NUMBER: NCR 820.09.2022**

**CLOSING DATE: 17th OCTOBER 2022 AT 11H00 AM SHARP**

**ADDRESS TO DELIVER THE TENDER DOCUMENTS:**

**National Credit Regulator, 127-15th Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).**

## **SECTION 1**

### **GENERAL TERMS OF CONDITIONS**

#### **1. General Information for Bidders**

The National Credit Regulator (NCR) was established in terms of Section 12 (1) of the National Credit Act (Act 34 of 2005) and came into being on 1 June 2006.

The NCR will determine which bidding organisation (“bid participant”), if any, is appointed in response to this request for submission as stipulated in section 2 of this document.

##### **1.1. General Terms**

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (see Section 4 below and Annexure B.1). Please read this document carefully prior to submitting your proposal.

##### **1.2. The Proposal Format**

###### **1.2.1. Economy of proposal preparation**

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant’s ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to, and provided for, in a file of Annexures.

###### **1.2.2. Validity of proposals**

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids. Refer to the quarters in the terms of reference (TOR).

###### **1.2.3. Number of proposals**

Each bid participant must provide **three (3) hard copies and 1 CD/Stick of their entire proposal**, including all the documentation referred to in 4 below, in the format specified in that section. All submitted proposals will become the property of the NCR, and will not be returned. Receipt of all proposals will be recorded in a register at the point of receipt. One copy of the proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

## **2. Submission of proposals**

**2.1.** Proposals must reach the offices of the NCR before **11:00 on 17 October 2022, @11H00am** and must be enclosed in a sealed envelope which must be clearly labelled/addressed on the outside:

**(a) RFP No: NCR 820.09.2022**

**(b) TERMS OF REFERENCE FOR THE PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 3 YEARS**

**(c) CLOSING DATE: 17 October 2022 AT 11H00 SHARP**

**2.2.** Proposals are to be submitted in the marked tender box, in the reception area, National Credit Regulator, 127-15<sup>th</sup> Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).

**2.3.** Please note that this RFP closes punctually at 11h00 on **17 October 2022**. No late submissions will be considered under any circumstances.

**2.4.** All the documentation referred to in Section 4 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

**2.5.** If responses are not delivered as stipulated in this Section 2.1, such responses will be considered "late", and will not be considered for evaluation.

**2.6.** The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.

**2.7.** Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.

- 2.8.** The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.
- 2.9.** Only the participants that are short-listed after the evaluation process will be informed of the results of the submission adjudication process.
- 2.10.** After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Adjudication Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

### 3. Timetable

Date	Activity
16/09/2022	Advertisement of the RFP
17/10/2022	Closing date @ 11h00
17/10/2022	Preliminary evaluation
18/10/2022	Evaluations by the Evaluation Committee
28/10/2022	Adjudication Committee meeting
31/12/2022	Appointment

The National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

### 4. Documentation to be submitted

#### Please Note

All of the documentation described below must be submitted, with no omissions whatsoever. Where a particular form or format of documentation is stipulated, this is the only form or format in which these documents must be submitted. Failure to adhere to these requirements may result in the rejection of the entire submission.

All of the documentation referred to below (in Parts One – Twelve) must be acknowledged and submitted. For ease of reference and to facilitate the evaluation process, you are requested to clearly mark each part of the submitted documentation as it is referred to below.

#### **4.1. Table of content**

**Introductory letter** by the bidder with authorized contact person and details for this specific tender

**4.2. SBD 1** – should be the completed and inserted after the introductory letter

#### **One – Proposal drafted in response to Terms of Reference**

Section 2 of this document below, contains the terms of reference (TOR) for the above mentioned tender. Bid participants are required to draft a proposal that will clearly indicate to the Evaluation Committee how they will fulfil the requirements as set out in the TOR.

Bid participants should include the following information when drafting their proposals:

- Proposals should make clear the relevant skills, experience and capacity of the participant, in respect of this particular TOR. This is an important evaluation criterion. Bid participants should ensure that their proposals focus on how they will address the requirements of this TOR, rather than on achievements.
- Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR.
- Proposals should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR.

#### **4.3. Two – Pricing Proposal- SEPERATE ENVELOPE**

**SBD 3.1** Pricing Schedule together with signed off detailed pricing on the company's letter head. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. Additional information may be added on a separate page if necessary.

The total price that the participant will charge to deliver services in accordance with the TOR must be clearly indicated. The pricing proposal should contain sufficient information to allow the Evaluation Committee to estimate the cost of the service, to a high degree of accuracy.

Please note that a financial proposal must be submitted in a separate sealed envelope together with your submission. The financial Proposal will be opened once all technical proposals have been evaluated. This appointment will be made in line with QBS. All prices provided must be inclusive

of Value-Added Tax (VAT).

Please note that the prices contained in the pricing proposal are the only charges that may be levied if the participant's proposal is successful, unless explicitly agreed to in writing by the National Credit Regulator, and in terms of the General Conditions of Contract, no additional cost will be accepted after the bidding documents have been submitted and the tender closing date has expired. Any cost for additional parts and peripherals needed for the successful implementation of the project shall remain and form part of the bidding price.

#### **4.4. Three – General Conditions and Procedures of the NCR**

Annexure B and B1 - General Conditions and Procedures of the NCR. Bid participants must indicate clearly that they have read this document, and have no objections to being bound by its contents. In cases where any provisions of the General Conditions and Procedures conflict with this General Information for Bidders and/or Terms of Reference, the latter will take precedence over the General Conditions of Contract.

#### **4.5. Four – Contract Form: Rendering of Services**

**Annexure C** - Contract Form: Rendering of Services. This will only be completed by the successful bidder once a selection has been made by NCR. Participants do not, therefore, need to complete this form at the bidding stage but their proposals must clearly indicate that they have read this form, and have no objections to signing it as is, if selected as the successful participant.

#### **4.6. Five – Tax status**

Annexure D - Please attach CSD showing Tax status

*A CSD print out must also be attached.*

#### **4.7. Six – Preference Points Claim Form**

Annexure E – form SBD 6.1. Bid participants must complete Sections 8 and 9 in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. *## Please note that a **BBEE certificate/ sworn affidavit** must also be attached to the bid documents. None submission will result in zero scoring in this competitive bidding process*

The following pointers are key in determining the validity of a sworn affidavit:

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.

- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

#### **4.8. Seven – Declaration of Interest**

Annexure F – form SBD 4. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### **4.9. Eight – Declaration of past Supply Chain Management Practices**

Annexure G – form SBD 8. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### **4.10. Nine – Non-Disclosure Agreement**

Annexure H – Non-Disclosure Agreement. Participants must indicate clearly that they have read this agreement, and have no objections to signing it, as is.

#### **4.11. Ten – Certificate of Independent Bid Determination**

Annexure I – Certificate of Independent Bid Determination Participants. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### **4.12. Eleven – SLA draft version for supplier review**

Annexure K – SLA draft version for supplier review. The participants must indicate clearly that they

have read this agreement, and have no objections to signing it, as is. If not objections should be outlined separately in a letter. NB: all the SBD documents can be downloaded from our website - <https://www.ncr.org.za/tenders-download/current-tenders>

#### 4.13. Pre-qualification Criteria

Without limiting the generality of the NCR’s other critical requirements for this Bid, bidders must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidders. During this phase, Bidders’ responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidders’ proposals may be disqualified for non-submission of any of the documents.

**Table 1: Documents that must be submitted for Pre-qualification**

Document that must be Submitted	Guideline		Consequence of Non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder’s tax compliance status.  Proof of Registration on the Central Supplier Database  Vendor number	Disqualification from process
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Preference Point Claim Form – SBD 6.1	Yes	Non-submission will lead to a zero (0) score on BBBEE	Zero points awarded for B-BBEE

Document that must be Submitted	Guideline		Consequence of Non-submission
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Certificate of Independent Bid Determination – SBD 9	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Registration on Central Supplier Database (CSD)	Yes	The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal.  Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number starting with MAAA. Submit proof of registration.	Disqualification from process
Pricing Schedule SBD 3.3	Yes	Submit full details of the pricing proposal in a separate envelope	Disqualification from process
General terms and conditions	Yes	Bidders are required to read and accept the terms as outlined	Disqualification from process

## 5. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on B-BBEE codes system, allocated as indicated in the table below:

B-BBEE status level of contributor	Number of points	Price
Total maximum points	20	80

Functionality will be evaluated in terms of Section 2 point 10

## 6. Conflict of interest

Service providers are required to provide services that are professional, objective and impartial. Service providers must ensure that there is no conflict of interest between existing assignments,

obligations and responsibilities to other clients and the services set out in the TOR. In the event of any uncertainty in this regard, full disclosure in the submitted proposal should be considered. Non-disclosure of a conflict of interest may be grounds for termination of any contract.

## **7. Confidentiality agreement**

The successful service provider may have access to confidential data or information. The appointment of a successful bidder is subject to that bidder agreeing to the contents of, and signing, the NCR's standard Non-Disclosure Agreement.

## **8. Contact details**

This no-contact policy does not apply to any information deemed to be in the public domain, or which is readily available from organs of State, which are repositories of such information. All communications and enquiries/requests for clarification relating to this proposal should be directed to [procurement@ncr.org.za](mailto:procurement@ncr.org.za). All clarification questions relating to this tender must be sent before **10 October 2022 @16h00 PM and will be published on 12 October 2022 @16h00 PM**

## SECTION 2

### TERMS OF REFERENCE FOR THE PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 3 YEARS

#### 1. Background

The National Credit Regulator (NCR) is the regulatory authority established on 01 June 2006 in terms of the National Credit Act No. 34 of 2005, with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry and to protect consumers.

Section 51(1)(a)(ii) of the PFMA states that an Accounting Authority of a public entity must ensure that a public entity has and maintains a system of internal audit under the control and direction of an audit committee complying with and operating in accordance with regulations and instructions prescribed in terms of sections 76 and 77.

#### 2. Objective

The objective of this bid is to appoint a suitable, independent service provider that can provide an appropriate internal audit service for the NCR, for a period of three (3) years, commencing in 2022/23 to 2025/26.

#### 3. Role and objective of internal audit

The Internal Audit function should assist the NCR to accomplish its objectives by bringing a systematic and disciplined approach in evaluating and improving the effectiveness of risk management control and governance processes. Furthermore, assist the Audit and Risk Management Committee (ARMC), the Accounting Authority and management in the effective discharge of their responsibilities. This will be done by providing them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow up.

In addition to the above, other objectives of the internal audit function include but not limited to, providing objective and independent assurance to the Accounting Authority and management on:

- ✓ The reliability and integrity of financial and operational information;
- ✓ The effectiveness of operations;
- ✓ The economical and efficient use of resources;

- ✓ Safeguarding of assets;
- ✓ Achievement of operational goals and objectives;
- ✓ Compliance with applicable laws and regulations, internal policies and procedures; and
- ✓ The information systems environment.

#### **4. Organizational status of internal audit**

The Internal Audit function will report functionally to the Audit and Risk Management Committee of the NCR and administratively to the Chief Executive Officer (CEO).

#### **5. Scope of internal audit services**

The internal audit function must, in consultation with ARMC, amongst others perform the following:

- ✓ Prepare a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the NCR, having taken into consideration the current operations, the operations proposed in the strategic plan and the risk management strategy;
- ✓ Develop a detailed annual plan indicating scope, cost and timelines for each internal audit engagement;
- ✓ Discuss audit coverage with management and the ARMC;
- ✓ Conduct internal audits in line with the International Standards for the Professional Practice of Internal Auditing
- ✓ Monitor the clearing of the Auditor General's audit findings and the implementation of recommendations;
- ✓ Report on the findings to Management and secure comments before presenting to the ARMC;
- ✓ Attend Audit and Risk Management Committee meetings and provide feedback on internal audits completed, those in progress and the management of risks including a regular overview of the control environment
- ✓ Provide overall annual conclusion on the audited control environment for the ARMC;
- ✓ Work closely with the external auditors and other assurance providers to ensure synergy of approach, with a view to minimal duplication of effort and to obtain reliance on work performed
- ✓ Enhance the Combined Assurance Model through robust participation with the external auditor, and other assurance providers;

- ✓ Perform compliance reviews with regards to all applicable laws and legislation;
- ✓ Perform any other additional investigation or assurance services as and when requested by management and ARMC.

## **6. Description and extent of work**

### **6.1 Conducting of audit assignments**

Audit assignments are to be performed in accordance with the International Standards for the Professional Practice of Internal Auditing as well as the King reports on Governance. The execution of each assignment shall be in accordance with the Annual Internal Audit Plan.

Upon completion, all procedural documentation and working papers must be submitted and be made available to the NCR, even after the expiry date of the appointment.

### **6.2 Quality Assurance Reviews (QAR) of the work**

The service provider shall maintain a Quality Assurance and Improvement Programme (QAIP) that covers all aspects of the internal audit activity.

In addition, the work of the internal audit function will further be subjected to an External Quality Assurance Review (QAR) as may be considered necessary.

### **6.3 Independence and objectivity of audit staff**

In carrying out the work, the Internal Auditor must ensure that their employees maintain their objectivity and independence by remaining independent of the activities they audit.

### **6.4 Competence requirements of Internal Audit Function**

The service provider should meet the following competency requirements:

- ✓ Be independent of the organization;
- ✓ Have the necessary skills, knowledge, capacity and resources to meet the requirements of the TOR; including specialized skills such as forensic audit, computer audit etc;
- ✓ Be competent with the Standards for the Professional Practice of Internal Auditing;
- ✓ Have a quality control team responsible for ensuring compliance with the IIA standards;
- ✓ Senior management to have professional certification enabling them to perform internal audit services. These include, but not limited to the following:

- CIA (IIASA)
  - CA (SA): (SAICA)
  - CISA (ISACA)
- ✓ All members of the internal audit team must belong to a professional body;
  - ✓ Be well versed with the best practices of the profession; and
  - ✓ Have at least eight (8) years of recent experience in rendering of internal audit services in the public sector

### 7. Pricing schedule including vat detailing:

A cost estimate for the contract period of three (3) years, Fees must be quoted at an all-inclusive rate for the different levels of proposed resources to be utilized, as listed below

<b>Staff category</b>	<b>Rate/Hour Year 1</b>	<b>Rate/Hour Year 2</b>	<b>Rate/Hour Year 2</b>
Partner/Director			
Manager			
Auditors			
Senior Auditor			
Junior Auditor			
All administration cost for the duration of the contract			

Pricing, based on hourly tariffs, will be considered in determining the suitability of the proposal regarding the services to be provided. The rates per hour of the above levels of staff should be indicated.

Note: Bidders must not calculate their pricing by estimating the total hours per quarter/ annum and then multiply by the resource level hourly rate. The requirement is simply to provide the hourly rate per level of resource and then providing the average rate based on the list provided.

8. Functionality evaluation criteria

**VALUES:** 0= no proof of accreditation with IIA: 1=Poor: 2=did not meet the requirements: 3= partially met the requirement: 4= meet the requirements: 5=Exceed the requirements.

NO	Description	Weights	Score
1	<p><b>Understanding of the NCR requirements</b></p> <p>The proposal should display:</p> <ul style="list-style-type: none"> <li>• Bidder’s understanding of the key requirements and expectations of the NCR.</li> <li>• Bidder’s experience- a track record of 8 years of providing auditing services in public sector.</li> <li>• Previous work done in relation to the above. Proof of clientele must be provided. (i.e. a minimum of 3 clients)</li> </ul> <p><b>1 point=</b> 0 to 3 years track record with or without proof of previous work done (clientele).</p> <p><b>2 points =</b> 4 years and less track record with or without proof of previous work done (clientele).</p> <p><b>3 points =</b> 5 years track record with proof of previous work done (clientele).</p> <p><b>4 points =</b> 8 years track record with proof of previous work done (clientele). Proof of previous work should include a minimum of 3 and maximum of 5 clients.</p> <p><b>5 points =</b> Over 8 years track record with proof of previous work done (clientele). Proof of previous work should include over 5 clients.</p>	30	
2	<p><b>Internal capacity</b></p> <p>Proposals should clearly indicate whether or not bid participants have the <b>internal capacity</b> to meet the requirements of the TOR</p> <p>The bidders must indicate the experienced proposed team to</p>	25	

	<p>suit the NCR's requirements:</p> <ul style="list-style-type: none"> <li>○ The qualification and experience of the personnel proposed to provide the services (accompanied by brief CV's); <ul style="list-style-type: none"> <li>▪ Junior/ Internal auditor – minimum of 2 years' experience in public sector;</li> <li>▪ Senior internal auditor – minimum of at least 4 years' experience in public sector;</li> <li>▪ Manager – minimum of at least 6 years' experience in public sector;</li> <li>▪ Partner/Director – minimum of at least 8 years' experience in public sector.</li> </ul> </li> <li>○ The CVs must clearly demonstrate the experience of internal audit partners or directors;</li> <li>○ Senior management (Partner/Director) to have at least 8 years' experience in public sector and professional certification enabling them to perform internal audit services e.g. CIA, CA (SA), and CISA etc.</li> </ul> <p>Affiliation to or membership of professional bodies such as IIA, ISACA, SAICA and provide the latest certificate of membership.</p> <p><b>1 point=</b> &lt; 1-year relevant experience of team have relevant audit/accounting qualification, submitted or missing copies of the CVs of the team members.</p> <p><b>2 points =</b> &lt; 2-years relevant experience of team have relevant audit/accounting qualification, submitted or missing copies of the CVs of the team members.</p> <p><b>3 points =</b> Internal auditor have &lt; 2-years' experience; Senior internal auditor have &lt; 4-years' experience; Manager have &lt; 6 years' experience and Senior management to have</p>		
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	<p>professional certification enabling them to perform internal audit services e.g. CIA, CA (SA), and CISA etc. (experience in public sector)</p> <p><b>4 points</b> = Internal auditor have 2 years' experience; Senior internal auditor have 4 years' experience; Manager have 6 years' experience and Senior management (Partner/Director) to have at least 8 years' experience in public sector and professional certification enabling them to perform internal audit services e.g. CIA, CA (SA), and CISA etc. (experience in public sector)</p> <p><b>5 points</b> = Internal auditor have &gt; 2 years' experience; Senior internal auditor have &gt; 4 years' experience; Manager have &gt; 6 years' experience and Senior management (Partner/Director) to have &gt; 8 years' experience in public sector and professional certification enabling them to perform internal audit services e.g. CIA, CA (SA), and CISA etc. (experience in public sector)</p>		
<p><b>3</b></p>	<p><b>Technical Approach and Execution Plan</b></p> <p>Proposals must contain the details of the proposed approach to deliver the service in accordance with the TOR. Bidders must amongst others provide:</p> <ul style="list-style-type: none"> <li>• Project Execution Plan or Framework highlighting: <ul style="list-style-type: none"> <li>➤ Bidder's ability to meet the TORs under tight deadlines;</li> <li>➤ The proposed approach to undertake the project inclusive of turnaround time to perform and deliver the specified TORs above;</li> <li>➤ Provision of high-level templates of the reports to be submitted to the NCR based on the TORs.</li> </ul> </li> </ul> <p><b>1 point</b>=No proposed approach/methodology detailed in the proposal.</p>	<p>20</p>	

	<p><b>2 points</b>=Proposed approach/methodology that does not meet the requirements.</p> <p><b>3 points</b>=Proposed approach/methodology that does not respond to some of the requirements.</p> <p><b>4 points</b>= Proposed approach/methodology that responds to all requirements inclusive of indication of the bidder’s ability to meet tight deadlines, turnaround times, submission of high-level templates of reports to be submitted to the NCR.</p> <p><b>5 points</b>= Proposed approach/methodology that responds to all requirements inclusive of indication of the bidder’s ability to meet tight deadlines, turnaround times and submission of high-level templates of reports to be submitted to the NCR. Inclusion of added value adding services to be provided and customised as per the NCR’s TORs.</p>		
<p><b>4</b></p>	<p><b>Accreditation and certification</b></p> <p><b>0 points</b> = Bidder did not provide proof of team that they are accredited with a professional body (IIA) Institute of Internal Auditors</p> <p><b>5 points</b> = Bidder did provide proof of team that they are accredited with a professional body (IIA) Institute of Internal Auditors</p>	<p>5</p>	
<p><b>5</b></p>	<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• The bidder must submit a work plan, including the structure of the core team to be committed to the NCR and tools to execute the plan.</li> <li>• The bidder must indicate the risk management associated with this project and mitigation strategy.</li> </ul> <p><b>1= Poor (Unacceptable, does not meet set criteria).</b></p>	<p>15</p>	

	<p><b>2=</b> Did not meet the requirements (No work plan indicating expansion on the proposed resources and structure of the core team and tools to execute the plan</p> <p><b>3=</b> Partially met the requirement (no clear work plan indicating expansion on the proposed resources and structure of the core team and tools to execute the plan</p> <p><b>4=</b> Meet the requirements (provided work plan indicating expansion on the proposed resources and structure of the core team and tools to execute the plan.</p> <p><b>5 =</b> Exceed the requirements (provided work plan indicating expansion on the proposed resources and structure of the core team and tools to execute the plan. In addition, a detailed explanation on how the project objectives will be assessed, risk management and mitigation strategy).</p>		
<p><b>6</b></p>	<p><b>References</b></p> <p>Contact details of at least five (5) references from amongst recent clients with whom similar work has been conducted in the past 36 months. The bidder must provide the reference letters indicating the <b>period of service</b> and contact details. No appointment letters will be accepted as reference.</p> <p><b>1 point=</b> Irrelevant submission or non-submission of reference letters.</p> <p><b>2 points =</b> 1-3 reference letter.</p> <p><b>3 points =</b> 4 reference letters.</p> <p><b>4 points =</b> 5 reference letters for the specified period of service.</p> <p><b>5 points =</b> More than 5 reference letters for the specified period of service.</p>	<p>5</p>	
<p><b>TOTALS:</b></p>		<p><b>100</b></p>	

Bidders are required to score a minimum of **70** points on functionality to qualify to be evaluated in the next level (BBBE and Price). Bidders who do not score the minimum of 70 points on functionality will be disqualified and not be evaluated on price and BBBE.

**9. Additional information to be submitted by the bidders**

- Brief company profile, as relevant to the above mentioned terms of reference;
- A proposal including internal audit methodology to be applied;
- Confirm your availability to undertake this exercise at the appropriate time and meet the necessary deadlines;
- Public sector knowledge and experience;
- Any other information which the bidder may deem necessary and relevant for the bid;
- Pricing schedule with breakdown of hourly rates;
- Bidders shall include all relevant information about the bidder, which will assist the NCR to assess the service provider's competence. In addition to procurement requirements, below is a list for guidance;
- Certificate of incorporation / legal status.
  - ID copies of the directors for vetting purposes
- Financial proposal (Separate envelope)
  - Separate envelope.
  - Detailed breakdown for each year.
  - Any year escalations
- Certified copy BBBEE certificate or sworn affidavit.