26 AUGUST 2025

REQUEST FOR QUOTATIONS FOR THE PROCUREMENT OF A SERVICE PROVIDER TO CONDUCT INTERNAL AUDIT ON ISO 9001:2015, ISO 22301:2019 & ISO 45001:2018

1.   Purpose

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1.1.   To invite service providers to send quotations for RFQ for the procurement of a service provider to conduct internal audit on ISO 9001:2015, ISO 22301:2019 & ISO 45001:2018.

2.   Considerations/background

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2.1.   The Railway Safety Regulator (RSR) is a public entity established in terms of the National Railway Safety Regulator Act (Act 16 of 2002), mandated to oversee railway safety in South Africa. The RSR is currently certified for ISO 22301:2019 and ISO 9001:2015 and is in the process of obtaining certification for ISO 45001:2018 to enhance its Quality, Business Continuity, and Occupational Health and Safety Management Systems.

2.2.   To support its ongoing and upcoming certification efforts, RSR requires the services of a qualified and accredited service provider to conduct an internal audit on the following standards:

- ISO 9001:2015: due for re-certification (internal audit required before external certification audit).
- ISO 22301:2019: scheduled for re-certification in the next financial year (internal audit required as part of the cycle).
- ISO 45001:2018: undergoing first-time certification (internal audit required for readiness before external certification).

3.   Scope of work / Specification

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Specifications are as follows:

3.1.   RSR seeks to appoint a suitable service provider capable of conducting an integrated internal audit on all three ISO standards: ISO 9001:2015, ISO 22301:2019, and ISO 45001:2018.

3.2.   Service providers must demonstrate the capacity, competence, and accreditation to audit all three standards.

3.3.   The appointed service provider will be expected to:

- Conduct a comprehensive internal audit against ISO 9001:2015, ISO 22301:2019, and ISO 45001:2018.
- Provide an outcome report highlighting identified non-conformities, observations, and improvement opportunities on each standard.
- Conduct feedback and close-out sessions with relevant RSR Standards implementors.
- Support alignment (i.e. Relevant Documents Development) as per the audit findings to ensure readiness for certification and recertification activities.

4.   Mandatory Requirements

4.1.   The following documents must be submitted. Failure to submit any of the mandatory documents listed below will result in disqualification of the bid.

Requirements	Documents to be Submitted
Be accredited or recognized by International Accreditation Forum (IAF) or South African National Accreditation System (SANAS) accreditation body.	Submit valid accreditation certificates confirming the organization is authorized to conduct audits on ISO 22301, 9001, & 45001 management system standards.

5.   Administrative / Compliance Requirements
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5.1.   Registration on National Treasury CSD report

5.2.   Comprehensive quotation (prices must be VAT Inclusive)

5.3.   Tax Pin & Tax clearance certificate

5.4.   Fully Completed and signed Standard Bidding Documents (SBD) forms documents

5.5.   A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)

5.6.   Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

5.7.   A Copy of the identity document of the company owner(s)

5.8.   Valid Medical Certificate

5.9.   Valid South African Social Security Agency (SASSA) registration **(Where applicable)**

5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

*Failure to submit valid documents listed above (**No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10**) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

6.   Functionality Evaluation Criteria
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6.1.   The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	**REFERENCES:** ***Previous Internal Audit conducted by the Service Provider (i.e. Bidding Company).*** Submission of reference letters of Internal Audit conducted in Public or Private Sector in the last 5 years on ISO 22301, ISO 9001, & ISO 45001 outlining the following:	**20 Points** = 4 and above relevant reference letters **10 Points** = 3 relevant reference letters

		a) Name of the company.	5 Points = 1 to 2 relevant reference letters
		b) Nature of the work conducted.	
		c) Reference letters must be dated and signed.	0 Points = No relevant reference letter or irrelevant
2		COMPETENCY AND QUALIFICATIONS: ***Capability to conduct internal audit all three standards: ISO 9001:2015, ISO 22301:2019, and ISO 45001:2018*** **Competency:** Lead Auditor's proven number of years in auditing a specific standard must be outlined in the CV	COMPETENCY: **30 Points =** More than 5 years' experience in conducting Internal Audit or certification audit on ISO 9001, ISO 22301, ISO 45001. **20 Points =** 4 years' experience in in conducting Internal Audit or certification audit on ISO 9001, ISO 22301, ISO 45001. **15 Points =** 2-3 years' experience in conducting Internal Audit or certification audit on ISO 9001, ISO 22301, ISO 45001 = 5 points. **10 Points =** Less than 2 years' in conducting Internal Audit or certification

		audit on ISO 9001, ISO 22301, ISO 45001
	Qualifications: A Lead Auditors' completed a recognized lead auditor or internal auditor training course for the ISO standard 22301, 9001, & 45001 by major accreditation Bodies **(BSI/TUV/ PECB/IRCA/ Exemplar Global).** Submit training Certificates.	**QUALIFICATIONS:** **20 Points =** for certifications from IRCA, PECB, or Exemplar Global. **15 Points =** for in-house or non-accredited courses with good practical experience. **0 Points =** for informal or outdated training with no clear credentials.
3	**AUDIT APPROACH & METHODOLOGY** The Service provider must provide the methodology outlining an audit approach that demonstrates the clear and logical audit plan aligned with RSR processes, the use of relevant ISO Techniques, and a clear process-based audit approach.	**30 Points = Exceptional:** Demonstrates a highly structured, risk-based, and process-oriented audit approach; exceeds standard practices. **25 Points = Moderate:** Meets baseline expectations; applies correct methodology but

| | | lacks customization or depth. |
| | | **15 Points = Poor:** Applies a generic or checklist-only audit method; misses key aspects of ISO auditing principles. |

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

7. Evaluation 80/20 Preference Point System

7.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

7.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**

7.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is *at least 51% owned by black people*	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is *at least 51% owned by black women*	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is *at least 51% owned by youth*	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is *at least 51% owned by person(s) with disabilities*	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate

			• Valid South African Social Security Agency (SASSA) registration **(Where applicable)** • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

7.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

8. Technical Enquiries

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8.1. SCM: Mr. Mphengwa Daniel Modiba

 mphengwa.modiba@rsr.org.za/010 495 5391

8.2. Project Manager: Ms. Innocentia Makhudu

 innocentia.makhudu@rsr.org.za / 087 284 6660

9. Closing Date and Time for responses to this request for quotation

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9.1. The request will be **closed on Wednesday the 03rd September 2025 at 14h00.** Responses may be emailed to mphengwa.modiba@rsr.org.za