



**SOUTH AFRICAN TOURISM**

Delivered by e-mail

Date: 25 October 2021

RFQ-IA-0721

Dear Bidder

**Subject Matter: Request for Quotations for an Internal Audit Tool/Software.**

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act, 1993 (Act No. 72 of 1993) and continues to exist in terms of section 9 of the Tourism Act, 2014 (Act No. 3 of 2014) as amended. SA Tourism is also Schedule 3 Part A public entity in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

SA Tourism is mandated in terms of the Tourism Act to provide for, amongst others, the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Development Plan and the National Tourism Sector Strategy as it supports governments' objectives to alleviate the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, provides that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

Having regard for the aforementioned SA Tourism is hereby extending an invitation to your firm, as part of an RFQ process, to submit a cost proposal for **Internal Audit Tool/Software**.

- **Objectives**

The purpose of the envisioned system is to automate the Internal Audit processes targeted at better audit assignment management, audit information safeguarding, improved reporting and better resource management.

- **Expected Deliverables**

The successful implementation of the audit system is expected to unlock the following benefits for SA Tourism:

- Structured approach
- Resource management
- Efficient audit management
- Business continuity
- Quality management

The scope of services will therefore need to include, but will not be limited to, at least the following:

☐ **Audit management:**

- Supports Internal Auditors in developing the three year rolling plan, annual planning, individual audit planning, execution and reporting, scheduling audit-related tasks, and managing work papers, time management and EXCO/Audit Committee reporting.

☐ **License Management:**

- Administrator and Web User Licenses.
- Support and Maintenance

• **Detailed User Requirements**

☐ **Internal Audit Platform/ Module**

REQUIREMENT	DESCRIPTION
<b>Audit Planning (Annual Audit Plan and 3 Year Rolling Plan)</b>	<ul style="list-style-type: none"> <li>• Capability to do the Annual Audit Plan and 3 year rolling plan with the following links: <ul style="list-style-type: none"> <li>- Strategic Objectives</li> <li>- Key Risks (Corporate Risk Register)</li> <li>- Divisional Risk Registers (updated)</li> <li>- Processes (Audit Universe)</li> <li>- Annual Audit Plan</li> <li>- 3 Year Rolling Plan</li> </ul> </li> </ul>
<b>Individual Audit Process/ Methodology</b>	<ul style="list-style-type: none"> <li>• Processes (from the Audit Universe)</li> <li>• Audit Planning (Client communication, objectives, scope, client, etc.)</li> <li>• Risk</li> <li>• Control</li> <li>• Audit Program</li> <li>• Working Papers</li> <li>• Evidence Scanned &amp; mapped</li> <li>• Observation/ Finding</li> <li>• Draft Report (from planning and working papers)</li> <li>• Final Report (with comments, responsible person and target date)</li> </ul>
<b>Audit Program, Working Papers and Observations/ Findings</b>	<ul style="list-style-type: none"> <li>• The audit program line should also be able to roll up to reveal the risk and control and drop down to reveal the working paper, finding and evidence scanned</li> <li>• The working papers should have the ability to indicate the stage of completion by the preparer as well as indicate whether it was received or not</li> <li>• Once working papers are reviewed, observation/ findings sheet should be generated and reviewed</li> </ul>
<b>Audit Reporting</b>	<ul style="list-style-type: none"> <li>• Draft report should be automatically generated from the planning section (background, objectives, scope) and observations/ findings section</li> <li>• Final report should be automatically generated from the section above and include a management comments/actions section with target dates</li> <li>• After final report is issued, findings should be carried through to a Findings database</li> </ul>
<b>Tracking of Findings</b>	<ul style="list-style-type: none"> <li>• The Findings database must be web-based to enable clients who are responsible for the findings to comment and update Internal Audit on the status thereof</li> </ul>

	<ul style="list-style-type: none"> <li>• A notification of all outstanding findings should be sent automatically to the client monthly</li> <li>• Responsible person for finding should be able to cover more than one person to monitor the resolution</li> <li>• Ability to copy documents from the application to a destination outside the program and vice versa</li> <li>• Escalation of findings that are not resolved for longer time period</li> <li>• Updates which inform the formal status to a finding should only be done by responsible person</li> <li>• A notification of an update by client must be sent automatically to Internal Audit</li> <li>• Clients should also be able to draw full reports with the current status on their outstanding findings, aging of findings</li> </ul>
<b>EXCO and Audit Committee Reporting</b>	<ul style="list-style-type: none"> <li>• A full list of all reports should be available to both clients and Internal Audit on request</li> <li>• The system should be linked to the SA Tourism Active Directory. This enables the adding of users for finding follow up purposes as well as to assign users to findings raised</li> </ul>
<b>Time management system</b>	<ul style="list-style-type: none"> <li>• Ability to allocate and capture time for work performed according to the organisations hierarchy (i.e. based on the content profile; or Compliance, vs. Internal Audit, ERM)</li> <li>• Ability to set time budgets and monitor actual vs budget and vs forecast time for completion</li> <li>• Ability to capture time on Compliance project by various categories (i.e. design and operating effectiveness, by process or other categories)</li> </ul>
<b>Data upload</b>	<ul style="list-style-type: none"> <li>• Ability to import and export data from MS files</li> </ul>

## 1. Format of proposal

1.1 Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request with technical and financial proposals.

1.2 Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicated below:

- (a) Cover letter introducing your firm and credentials, capacity, capability and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (c) Valid certified copy of B-BBEE certificate;
- (d) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website and email address) where similar work was undertaken.
- (e) Overview of the methodology your firm will apply for this assignment;
- (f) Project/assignment approach and plan which outlines the activities to be undertaken during the process;
- (g) Outline of the qualifications and related experience of the proposed resources that will be assigned to the matter;
- (h) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (i) Declaration of Interest – SBD 4;
- (j) Preference Point Claim Form – SBD 6.1;
- (k) Declaration of Bidder's Past Supply Chain Management Practices – SBD 8; and (l) Independent Bid Determination – SBD 9.

## 2. Cost structure and project plan

- a. Bidders must submit the total bid price for the assignment based on the skills, resources and time allocated in providing the services.
- b. Bidders should also propose innovation in their technical proposals to keep the cost to a minimum where SA Tourism will still benefit from the best possible qualitative outcome. SA Tourism reserves the right to request additional information or clarity on cost proposals prior to the evaluation thereof.

## 3. Evaluation Method

3.1 The evaluation process of bids will comprise of the following phases:

Phase 1	Phase 2	Phase 3
<b>Administration and Mandatory bid requirements</b>	<b>Functionality</b>	<b>Price and B-BBEE</b>
Compliance with administration and mandatory bid requirements.	Bids will be evaluated in terms of functionality.	<p>(a) The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000</p> <p>(b) 80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.</p>

3.2 Points awarded for functionality:

EVALUATION CRITERIA	Rating					Weight
	1	2	3	4	5	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						
<b>Bidders relevant experience</b> to the assignment specifically demonstrating capacity and capability pertaining to implementation and maintenance of solution. Scoring Guide:  0 years' experience = 0 Point  1-2 years' experience = 1 Points  3-4 years' experience = 2 Points  4-5 years' experience = 3 Points  5-6 years' experience = 4 Points  6-7 years' or more experience = 5 Points					20	
<b>Methodology and approach:</b> Bidders must provide a detailed description of how they intend to deliver the system from inception to completion. This must include, as a minimum, a project plan with clear time frames, skills and resources utilized in each area This must include:  (a) Project plan with clear timelines and a process to be followed to undertake the tasks					20	

(b) Identify the process of developing the strategic/ operational risk assessments (c) Identify the process of monitoring and tracking progress on risk appetite and tolerance levels (financial and non-financial) (d) Identify the process of developing risk management policies, frameworks, fraud and ethics policies and plans	
<b>Company track record:</b> The Bidders are required to provide three (3) contactable, credible client references where its delivery/past performance can be verified. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and should not be older than three (3) years. No appointment letters from clients will be accepted as reference letters. It is ideal that the reference letters be same with the appointment letters above and from the respective companies. Three (3) reference letters = 1 Four (4) reference letters = 2 Five (5) reference letters = 3 Six (6) or more reference letters = 4 Seven- (7) or more references Letters = 5	20
<b>Experience of proposed team to be assigned to the project:</b> Proven experience of proposed resources to be deployed to provide the services.  Detailed CVs of proposed team members must be submitted which must elaborate on areas that they were involved in. Number of years' experience of the proposed team member in: 1 years up to 2 = 1 2 years up to 3 = 2 3 years up to 5 = 3 + 5 years up to 7 = 4 more than 7 years = 5	10
<b>Compulsory demo presentation in line with SA Tourism's User Requirements.</b>	30
<b>TOTAL POINTS FOR FUNCTIONALITY</b>	100
<b>A threshold of 70% is applicable.</b>	

**“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 1 - 5 rating scale as shown in the functionality criteria matrix under paragraph 4.2.
- IV. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- V. The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

#### 4. **Awarding of Points for Price and Broad-Based Black Economic Empowerment**

The bidders that have successfully progressed through to Phase 3 (bidders who meet the minimum threshold for the functionality of (70%) will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### 5. **Adjudication and Final Award of Bid**

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

#### 6. **National Treasury Centralized Supplier Registration and B-BBEE Certificates**

6.1 All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a BBEE verification certificate (if you have been assessed).

6.2 Proposals which do not include these documents will not be considered.

#### 7. **Deadline for submission**

All proposals must be e-mailed, in PDF format, to [quotes@southafrica.net](mailto:quotes@southafrica.net) and copy [leratod@southafrica.net](mailto:leratod@southafrica.net) no later than 12h00 on Tuesday, 02 November 2021 and should remain valid for at least 45 days after the closing date.

**8. Confidentiality**

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

**9. Terms of engagement**

Prior to commencing with the assignment, the successful bidder will be required to meet with the SA Tourism's Head of Risk to finalize the statement of work (SOW) and criteria for approval.

**10. Payments**

10.1. No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

10.2. The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

10.3. Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

**11. Non-compliance with delivery terms**

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's Head of Risk Management must be given immediate written notice to this effect.

**12. Retention**

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism's Head of Risk Management all documentation, information, etc... relevant to the assignment without the right of retention.

**13. Cost**

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

**14. Cancellation of the request for a technical and cost proposal**

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

14. **Clarification**

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from the Sourcing Specialist

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism

**Lerato Dlamini**  
**Sourcing Specialist**