

21 April 2026

BID SPECIFICATIONS FOR INTERNAL AUDIT SERVICES

The South African Institute for Drug-Free Sport (SAIDS) is a Schedule 3A (of the Public Finance Management Act (PFMA)) Public Entity. SAIDS invites suitably qualified and experienced companies to submit proposals to render outsourced Internal Audit Services to the entity for a period of three (3) years. The successful bidder will be required to comply with the standards and guidelines as set out by the Institute of Internal Auditors South Africa (IIA SA).

The following key performance areas should be included in the bid:

- Facilitating the updating of the risk assessment (Strategic and Operational Risk Registers).
- Develop an annual internal audit coverage plan and a 3 year rolling audit plan based on the risk assessment results and liaise with the Audit and Risk Committee (ARC).
- Presenting the risk assessment and audit plans to management and the ARC for approval.
- Execution of the annual internal audit coverage plan.
- Reporting the results of audits to management.
- Performing any ad hoc request from management and the ARC for internal audit reviews.
- Reporting the results of audits and reviews, and the progress against the audit coverage plan at meetings with management and the ARC where input from internal audit is required.
- Fulfil all requirements pertaining to internal audit as reflected in the PFMA and Treasury Regulations.

Bidders are expected to indicate their budgeted hours and quote a firm price per annum for the 3 years, as well as their charge-out rates for any ad-hoc work. All quoted prices are to be inclusive of Value Added Tax (VAT), if applicable.

SAIDS BOARD MEMBERS: Mr. R HACK (CHAIRPERSON), Ms. S BALAKRISHNA, Ms. C BERG, Ms. N A DLAMINI, Dr. S HENDRICKS, Mr. T MPUANG (OLY), Prof. R NAIDOO, Dr. T K NGWENYA, Dr. L PILLAY, Ms. K V TOTLHANYO, Mr. K GALANT (CEO)



Budgeted hours and fees to be broken down as follows per year:

Internal Audit Activity	Estimated Hours	Estimated Fees
Risk Assessment: Strategic & Operational Risk Registers	36	R XX XXX
Three (3) Year Rolling Audit Plan	20	R XX XXX
Annual Financial Statements Technical Disclosure Review	20	R XX XXX
IT Audits	40	R XX XXX
Annual audits of legislative and other compliance areas including but not limited to governance audits and performance information	60	R XX XXX
Annual audits of financial areas designated as high risk per risk assessment i.e. Supply Chain Management, Debt Management, Financial Management, etc.	60	R XX XXX
Annual audits of operational areas designated as high risk per risk assessment i.e. Education and Research, Doping Control and Investigations, and Results Management	60	R XX XXX
Follow-Up Audits on prior year findings	40	R XX XXX
Attendance of Audit and Risk Committee Meetings	24	R XX XXX
Total: Year 1	360	R XXX XXX

A similar breakdown can be done for Year 2 and Year 3, with a maximum of 360 hours for each year i.e. the total contract would be for 1 080 hours.

Preferential Procurement requirements:

The bids will be evaluated using the 80/20 preference points system, where up to 80 points will be allocated for the price and 20 points for specific goals.

The points for price will be calculated out of 80 using the formula as per section 4 of the Preferential Procurement Regulations, 2022.

Our specific goal for this bid is to contract with a service provider who has at least a level 4 contribution for B-BBEE. Points will be allocated as follows for B-BBEE contribution:

- Level 1 – 20 points.
- Level 2 – 15 points.
- Level 3 – 10 points.
- Level 4 – 5 points.
- All other contribution levels (including non-compliant contributors) will receive 0 points.

Information/documents required as part of the bid:

- Company profile.
- Minimum of 3 client reviews/testimonials for the services required
- Proof Registration with the Central Supplier Database (CSD).
- Completed and signed SBD 4 - Bidder's Disclosure (template attached)
- Tax Compliance Status Pin.
- Evidence for points claimed for specific goals i.e. B-BBEE certificate, sworn affidavit, etc.

Bids (including all required documents) must be physically delivered at or before 14H30 on 15 May 2026 to 1st Floor, Ebden House, Belmont Office Park, Belmont Road, Rondebosch, 7700, Cape Town.

Bids must also be emailed to SAIDS_Bids@said.org.za on or before the time and date stipulated above.

Any queries and/or questions regarding this bid may be directed via email to Onke Ngwane CA(SA) at onke@said.org.za .

The bid will be advertised on the National Treasury eTenders portal as per the requirements of National Treasury Instructions, as well as the entity's website and/or social media. The advertisement period will run for a minimum of twenty-one (21) days as required by National Treasury Regulations.

The internal audit contract is for a period of 3 years and is expected to commence on 1st June 2026.

Based on an assessment of the bids submitted, a winning bidder will be selected for the provision of outsourced Internal Audit Services.