



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE
SERVICE PROVIDER TO PROVIDE ONE INTERNAL AUDIT MANAGER FOR THE
PERIOD OF 24 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION
AND TRAINING COLLEGE.**

RFP NUMBER: KZNCETC 05/2022

Date issued: 01 JULY 2022

Closing date and time: 26 JULY 2022 at 11:00 am

Bid Validity period: 90 days

**TENDER BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Umgeni Business Park,
Springfield, Durban 4001.**

1. BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
- 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide one Internal audit Manager for the period of 24 months to the KwaZulu-Natal Community Education and Training College.



3. JOB DESCRIPTION – INTERNAL AUDIT MANAGER

3.1 JOB INFORMATION SUMMARY

Job Title	Internal Audit Manager
Name of Component	Finance and Supply Chain Management
Location	KwaZulu-Natal CET College
Post Reports To	Principal

3.2 JOB PURPOSE

To coordinate, review and implement the management accounting systems and procedures.

Assist the accounting officer and council.

3.3 MAIN OBJECTIVES

NO.	OBJECTIVES	Rating %
1.	<p>Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes.</p> <ul style="list-style-type: none">• Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process.• Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans.• Check and verify the supporting information for various financial planning processes.• Provide internal Control function in Supply Chain Management• Provide internal Control function in Accounts	



2.	<p>Key Deliverables</p> <p>Three year rolling strategic and operational plans that are aligned to strategic objectives of the organisation and its risk management strategies:</p> <ul style="list-style-type: none">• Covers the strategic risk areas facing the organisation• Risk based – addresses the key risks areas/concerns of management.• Prepared in consultation with management, the audit committee, and external auditors.• Report on external audit findings.• Matching assurance needs with available resources.• Trusted advisor to management• Promoting the sustenance of an effective internal audit function• Performing consulting activities in accordance to client needs• Assisting management with the enhancement of the overall governance, risk, and internal control environments. <p>Maintenance of a quality assurance and Improvement Programme:</p> <ul style="list-style-type: none">• That covers all aspects of the internal audit activity.• The programme includes an evaluation of the IAA's conformance with the definition of Internal Auditing and the Standards and an evaluation of whether the internal auditors apply the Code of Ethics.• The programme also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.• Report on risk register and risk strategy prevention.• Compile and report on UIFWE (Unauthorised, irregular, fruitless and wasteful expenditure), damages and losses to the college and claims against the college.• Business process re-engineering	
	<p>Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes</p> <ul style="list-style-type: none">• Monitor and submit report to Council Internal Audit Committee• Monitor and submit report to the Accounting Officer• Monitor and submit report to Management on findings of the following<ul style="list-style-type: none">✓ Office of the principal as a whole✓ Academic Services as a whole✓ Corporate Services and Project Services as a whole✓ Finance and Supply Chain Management as a whole	



	<p>The audits that will need to be taken into account at the IRBA are, among others:</p> <ul style="list-style-type: none">• IT security and system process audit• Conducting special assignments and investigations, on behalf of the CEO, into any matter or activity affecting the probity, interest, and operating efficiency of the IRBA. <p>Audit designed to detect fraud</p>	
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3.4 INHERENT REQUIREMENT OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. Educational and Training	<ul style="list-style-type: none">• Recognized Bachelor's degree/three (3) National Diploma (NQF level 6) in Internal Audit at NQF level 7/ completed CIA or studying towards CIA will be an added advantage. or related qualification• Driver's license	Advanced
2. Relevant Experience	<ul style="list-style-type: none">• 3-5 years Relevant experience in Internal Audit• Knowledge of Business Central Systems (Dynamics 365).	Advanced
3. Knowledge	<ul style="list-style-type: none">• Knowledge of PSET and CET Act.• Knowledge and understanding PFMA.• Knowledge and understanding Treasury Regulations• Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.• Knowledge and financial management systems	Advanced



4. Skills	<ul style="list-style-type: none"> • Administrative • Planning and organizing • Financial management • Report writing • Communication and interpersonal • Problem solving • Computer literacy • Analytical • Client oriented • Project management • Team leadership • People management • Willing to work flexible hours 	Advanced
5. Values/ Attributes	<ul style="list-style-type: none"> • Client service focus • Integrity • Committed • Proactive • Loyal • Ethics 	Advanced

3.5 LEARNING FIELDS AND INDICATORS

NO.	LEARNING INDICATORS
1.	Recognized Bachelor's degree/three (3) National Diploma (NQF level 6) in Internal Audit at NQF level 7/ completed CIA or studying towards CIA will be an added advantage. or related qualification
2.	3-5 years' experience in financial management environment
3.	Advanced experience in interpretation, development, and implementation of policies

4. DURATION

- 24 months contract.

NB: The contract may be terminated by the College once or a permanent employee has been appointed by the Department or College and a three (03) months' written notice shall be given to the service provider.

5. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process.
- The service provider must pay each manager a minimum (not less than) R 20 000 per month for the duration of the contract.
- The winning bidder must provide a maximum of 5 and minimum of 3 personnel to choose from should the end user not be able to recommend.
- The personnel should be vetted.
- The KwaZulu-Natal Community Education and Training College must be at a liberty to choose the best candidate using technical assessments and interviews as tools of recruitment.
- The recommended personnel must meet monthly performance targets of the KwaZulu-Natal Community Education and Training College, failure to meet them, the college will require a change in personnel.

Proposal must be placed in the sealed envelope and clearly marked – **“Request for proposal – To provide one Internal Audit Manager”** and placed in the tender box Kwa Zulu- Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **26 July 2022 before 11: 00 am.**

6. EVALUATION CRITERIA

Bids will be evaluated on two stages.

Stage 1: Compulsory Compliance Information

Note to the Bidders: Bidders must ensure that submissions are fully completed with the required information and failure to submit, or late submission would result in disqualification from the tender.



No.	Documents/Requirements	Yes	No
1.	Valid Tax Clearance Certificate submitted with tender documents.		
2.	Certified copy of company Registration (CIPRO/ CIPC).		
3.	Original or certified copy of BBBEE Certification or Sworn Affidavit indicating the BBBEE status.		
4.	SBD 1 duly completed.		
5.	SBD 4 - Declaration of interest duly completed.		
6.	SBD 3.3 - Pricing Schedule duly completed.		
7.	Proof of residence (to confirm address and existence of provider).		
8.	CSD Registration reports.		
9.	Tender Standard Bid Documents fully completed		
10.	Letter of good standing		
11.	Submission of list of similar projects done in the past 3 to 5 years with contacts of responsible manager, value and duration of the projects.		

Phase 2: Preferential Point System, Price and BBBEE Points.

- a. Bidders are required to score a minimum of **80 points** for functionality in order to be considered for awarding of preference points for Price and B-BBEE
- b. Pricing options and B-BBEE qualification will accordingly be evaluated as follows: In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)*, responsive bids will be adjudicated on the **80/20 or 90/10**.

- c. **Price Evaluation** (80 Points) or (90 points):



CRITERIA	POINTS
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80
Price Evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

The following formula will be applied to calculate the points awarded in relation to Pricing and this determination is informed as follows:

P_s - Points scored for comparative pricing of the bid submitted for consideration

P_t - Comparative pricing of the bid under consideration

P_{\min} - Comparative pricing of the lowest acceptable bid

d. B-BBEE Evaluation (20 Points) or (10 points):

B-BBEE Points allocation: A maximum of **20 points** or **10 points** may be allocated to a bidder based on the evaluation of the company's B-BBEE status level of contribution that is determined as follows:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	14	8
4	12	5
5	8	4



6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

- The points scored by a bidder in respect of the B-BBEE will be added to the points scored for price:

The 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
• PRICE	80
• B-BBEE Status Level of contribution	20
Total	100

The 90/10 system for requirements with a Rand value of above R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
• PRICE	90
• B-BBEE Status Level of contribution	10
Total	100

7. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contracts.
- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Late proposal received after the specified closing date and time will not be considered.

8. SPECIAL CONDITIONS OF CONTRACT

The College reserves the right to:

- Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.
- Bidder At any stage during the evaluation of Tenders, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after



the preferred Bidders have as such been notified of their status; and

- Award the tender to multiple bidders based either on organizational capacity, specialization, and size, as well as geographic considerations.

9. CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor

Specification related questions	: Mr. N Dlamini
	: NDlamini@kzn.cetc.edu.za
	: 031 350 4367
Bid Document Queries	: Mrs. N Kumalo
	: NKumalo@kzn.cetc.edu.za
	: 031 350 4366





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