



**SUPPLY CHAIN MANAGEMENT**  
**Room K 016**  
**FIRST AVE ENTRANCE**  
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**FAX-2-E-MAIL: 086 729 6757**  
**E-MAIL : quotation@pacofs.co.za**

**INVITATION FOR A QUOTATION REFERENCE NUMBER:  
RFQ013006INTERNALAUDITSERVICES2023**

Kindly provide PACOFS with a signed quotation for **Internal Audit Services** from **July 2023 to 31 August 2023** as per specifications below. Please note that a non-tax compliant status on CSD at the date of the closing date of the RFQ will automatically disqualifies the quotation.:

The service provider will be required to provide the following services:

- Audit of predetermined objectives against the approved Annual Performance Plan.
- Review performance indicators and targets for Q1 of 2022/23 financial year against the SMART principles before approval of the reports for submission.
- Provide assurance of the completed Q1 DSAC report.
- Review performance indicators and targets for Q1 of 2022/23 financial year against the evidence provided to support the targets to ensure credibility, accuracy, completeness of evidence for all three (3) programmes.
- Provide assurance certificate and internal audit reports regarding the reviewed performance indicators and targets for Q1 of 2022/23 financial year.
- Conduct Q1 performance audits, including review of expenditure occurrence.
- Q1 review of financial and non-financial information and compliance with reporting requirements as per Treasury regulations for management of performance information.
- Q1 audit of financial and non-financial information and compliance should be completed by the 21 July 2023
- Attend ARC meetings and table reports.
- Perform consulting or ad hoc services as per management requests.

**Minimum requirements**

Service providers are required to submit the following with the quotation:

- Detailed company profile. The service provider should be operating in the audit industry.
- reference letters from previous clients in the provision of internal audit services in the public sector.
- Certified copies of CVs, professional accreditations and Qualifications of members who will form part of the team. Team members should be qualified and experienced in providing internal audit services in the public sector.
- Team members must be registered with SAICA or CIA professional bodies.
- The signatory of the Internal Audit Report must be the RA/CA(SA)/CIA. Attach qualification and certificate of registration.

**Fee's structure**

- The service provider should provide an all-inclusive total price for the above required services. PACOFS has three (3) programmes (Administration, Public Engagement and Business development).
- Prices must be inclusive of all disbursements and value added tax (VAT).

- No reimbursements will be made for travel claims, accommodation, subsistence etc.

**NB: Non-Adherence to the minimum requirements and fee structure as indicated will render the proposal invalid and lead to disqualification.**

**Please note that the services will be required from July 2023 to 31 August 2023**

For inquiries, please contact **Ms Nomza Topo** on **051 447 7771/ [nomza@pacofs.co.za](mailto:nomza@pacofs.co.za)**

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

### **VERY IMPORTANT NOTICE!**

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**

### **CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**

**MONDAY, 10 JULY 2023 at 11h00**

**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**

**No late submission will be accepted!**